

Position Title: Director of Professional Outreach

References:

The authority of this position is granted by the bylaws of ISSA-COS. Full excerpts of these references can be found in Attachment A.

1. ISSA-COS Bylaws: ARTICLE 4, SECTION 1.
2. ISSA-COS Bylaws: ARTICLE 4, SECTION 11.
3. ISSA-COS Bylaws: ARTICLE 4, SECTION 13.
4. ISSA-COS Bylaws: ARTICLE 6, SECTION 7.

Position Description:

The Director of Professional Outreach will be responsible for representing the chapter at events external to the chapter. These efforts will focus on ensuring the chapter is properly marketed to external organizations and will focus on developing professional relationships that will be beneficial to the chapter and to the partnering organization.

Responsibilities:

The Professional Outreach liaison is on a number of distribution lists for email messages and calendar items from the following organizations: (ISC)2, AFA, AFCEA, ISACA, MOAA, the Military Affair Council of the Colorado Springs Regional Business Alliance, and other security-related professional associations and military organizations. The Professional Outreach liaison filters emails received from those organizations for information security and or DoD/Military subject matters, and forwards the messages and calendar items in emails to the distribution list that is dynamically maintained. The only requirement to be on the list is that the recipient wants to be on it in order to receive the forwarded messages.

General

- Attend Board Meetings as required
- Maintains awareness of other security-related professional association events and ensures Board knowledge of these events in a timely manner
- Coordinate with the following organizations (at a minimum) to ensure ISSA-COS Director (and/or Deputy) of Professional Outreach receives notification of relevant events:
 - ISSA Denver Chapter
 - (ISC)2 Pikes Peak Chapter
 - Air Force Association Lance P. Sijan Chapter
 - Armed Forces Communications & Electronics Association (AFCEA) Rocky Mountain Chapter
 - ISACA Denver Chapter
 - Military Officers Association of America Pikes Peak Chapter
 - Military Affair Council of the Colorado Springs Regional Business Alliance
- Reviews/updates/maintains distribution lists for professional outreach use

- As appropriate, briefs other security-related professional association events to Chapter members
- As necessary, reviews/updates/maintains Professional Outreach page on Chapter website

Committee(s) Overseen

- n/a

Routine Events/Activities/Projects

- Regularly reviews all emails/notifications received for relevancy
- Forwards emails/notifications received to appropriate distribution list(s)

Other

- As required, shall appoint a Deputy Director of Professional Outreach
- As required, shall respond to any questions submitted via website requiring response from Director of Professional Outreach

Requirements:

Background and Skills

- Excellent communications skills (verbal and written)
- Excellent organization skills
- Proficient with word processing, spreadsheet, slide/presentation, and other applications

Attachment A: Director of Professional Outreach Bylaws

ISSA-COS Bylaws: ARTICLE 4, SECTION 1. The officers of the Chapter must be General Members in good standing as of the date of their election. These officers shall be President, Executive Vice President, Chapter Vice President, Vice President for Education and Training, Recorder, Communications Officer, Treasurer, Four (4) Members-at-Large, Vice President of Membership, and Director of Professional Outreach. These officers shall constitute the Board of Directors. The President shall act as Chairperson thereof.

ISSA-COS Bylaws: ARTICLE 4, SECTION 11. The Director of Professional Outreach will be responsible for representing the chapter at events external to the chapter. These efforts will focus on ensuring the chapter is properly marketed to external organizations and will focus on developing professional relationships that will be beneficial to the chapter and to the partnering organization.

Election Policies

ISSA-COS Bylaws: ARTICLE 6, SECTION 7. The term of office shall consist of two years commencing at the conclusion of the December Meeting. The elections of the President, Vice President of Training and Education, two Members-At- Large, and the Recorder shall alternate with the elections of the Executive Vice President, Chapter Vice President, two Members-At-Large, and Communications Officer. The elections shall be for two year terms. The President, Vice President of Training and Education, two Members-At-Large, and Recorder positions shall be up for election in 2014 and every two (2) years thereafter. The other board positions shall be up for election in 2015 and every two (2) years thereafter