

Position Title: President

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 2.
3. ISSA-COS Bylaws: ARTICLE 4, SECTION 14.
4. ISSA-COS Bylaws: ARTICLE 5, SECTION 1.
5. ISSA-COS Bylaws: ARTICLE 6, SECTION 7.
6. ISSA-COS Bylaws: ARTICLE 8, SECTION 5.

Position Description:

The President shall act as Chairperson of the Board of Directors. The President shall be the executive head of the Chapter and shall preside at all meetings of the Chapter. The President shall have the power to call special meetings with a nominal five (5) day notification to the general membership if deemed necessary for the benefit of the Chapter. The President shall also have the power to assign the duties of the monthly reconciliation of the bank account to any officer other than the Treasurer and Vice President. The President will have the authority to spend up to \$250 for any single occurrence without board approval but will report within three business days to the board the expenditure of funds. In case of a Board vacancy, other than the Office of President, such vacancy shall be filled by appointment by the President, upon the advice of the remaining Board members. The President, with approval of a majority of the Board, shall appoint chairpersons to standing committees. An Audit Committee consisting of two members in good standing shall be appointed by the President at least once each year.

Responsibilities:

General

- Review and approve annual Chapter meetings & events calendar
- Review, update, and sign annual agreements with required agencies hosting Chapter Membership lunch and dinner meetings (e.g. DAV, Catalyst Campus)
- Organize, schedule, and conduct Chapter Board meetings
- Organize, schedule, and conduct Chapter Membership lunch and dinner meetings
- Oversee organization and preparation of Chapter conferences (e.g. CFD, CSTTF)
- Oversee organization and preparation of Cyber Technology day events (typically in Oct)
- Oversee Chapter financial status; ensure adequate funds to support events
- Report funds expenditures to Board within three days
- Ensure Chapter booth/presence at appropriate events (e.g. AFCEA Cyberspace Symposium)
- Provide guidance and direction to Board members and Special Interest Group Liaison
- Ensure appropriate recognition for membership (e.g. annual awards, Senior Member, Fellow, Distinguished Fellow, certificates, coins, etc.)
- Ensure review and update of key documents (e.g. ByLaws, Welcome Package, Sponsor Package, Tri-fold brochure, email distro lists, etc.) and record copies maintained

- Ensure annual review and update of website content
- Ensure Chapter, and Board, comply with the Chapter Bylaws
- Participate in ISSA International telcons; ensure additional Board members participate
- Comply with ISSA International guidance and ensure Chapter compliance
- Attend annual ISSA International Conference, if able, or ensure alternate attends

Committee(s) Overseen

- Provide guidance and direction, as necessary, to Chapter committees
- Ensure committees have a Charter, they're reviewed/updated annually, and record copies are maintained
- Ensure Board awareness of all Chapter committee activities and challenges
- Ensure committees have sufficient manpower and resources
- Appoint Chairpersons, as necessary, to committees
- Appoint members to Audit Committee for the annual Chapter financial review

Routine Events/Activities/Projects

- Write article for monthly newsletter
- Ensure Board members contribute info to newsletter, as appropriate
- Ensure Board meeting minutes are published and approved
- Ensure we meet our obligations to all agreements
- Respond to emails sent to the President
- Ensure Board members provide timely responses to emails they receive

Other

- Liaise with other ISSA Chapter Presidents/Key Leaders as appropriate
- Appoint members, as necessary, to fill Board and committee vacancies
- Recommend new committees, new Board positions, changes to Bylaws, etc., as required to meet changing Chapter and cybersecurity environment

Requirements:

Background and Skills

- Excellent communications skills (verbal and written)
- Excellent organization skills
- Proficient with word processing, spreadsheet, slide/presentation, and other applications
- Certified in a senior-level cybersecurity certification (e.g. CISSP, C|CISO, CISM, CISA, etc.)
- Experience on Chapter Board of Directors or as Committee Chair
- Experience leading a large organization (e.g. more than 100)
- Experience leading/conducting meetings
- Experience managing multiple programs, events
- Experience speaking at large events (e.g. ~100 or more)
- Experience discussing/negotiating with variety of agencies of diverse natures/perspectives
- Experience briefing senior executives

Attachment A: President 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 2. The President shall be the executive head of the Chapter and shall preside at all meetings of the Chapter. The President shall have the power to call special meetings with a nominal five (5) day notification to the general membership if deemed necessary for the benefit of the Chapter. The President shall also have the power to assign the duties of the monthly reconciliation of the bank account to any officer other than the Treasurer and Vice President. The President will have the authority to spend up to \$250 for any single occurrence without board approval but will report within three business days to the board the expenditure of funds.

ISSA-COS Bylaws: ARTICLE 4, SECTION 14. In case of a Board vacancy, other than the Office of President, such vacancy shall be filled by appointment by the President, upon the advice of the remaining Board members.

ISSA-COS Bylaws: ARTICLE 5, SECTION 1. The President, with approval of a majority of the Board, shall appoint chairpersons to standing committees.

ISSA-COS Bylaws: ARTICLE 8, SECTION 5. An Audit Committee consisting of two members in good standing shall be appointed by the President at least once each year. These individuals shall be responsible to examine all financial records of the Chapter and provide a report of its findings and recommendations to the membership within 30 days of their completed audit. This report shall be in writing, and shall be maintained as part of the permanent records of the Chapter.

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.