

Position Title: Vice 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 4.
3. ISSA-COS Bylaws: ARTICLE 6, SECTION 7.

Position Description:

The Chapter Vice President shall attend to the duties of the President in his/her absence or in case the President's office may become vacant for any cause whatever for a period not to exceed six (6) months, and shall attend to any other duties as the President may require. The Vice President shall have the power to call a meeting of the Board without the consent of the President. The Vice President shall provide liaison with standing committees within the Chapter. In addition, the Vice President will work closely with the Treasurer to ensure accurate accounting of chapter funds.

Responsibilities:

General

- Review and support annual Chapter meetings & events calendar
- Organize, schedule, and conduct Chapter Board meetings in Presidents absence
 - Shall attend a minimum of two-thirds (66%), of the Board meetings in any consecutive 12-month period.
- Oversee, schedule, and conduct Chapter Membership lunch and dinner meetings in Presidents absence
- Support organization and preparation of Chapter conferences (e.g. CFD, CSTTF)
- Support organization and preparation of Cyber Technology day events (typically in Oct)
- Support and promote Chapter booth/presence at appropriate events Cyber events
- 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.)
- Support review and update of key documents (e.g. Bylaws, Welcome Package, Sponsor Package, Tri-fold brochure, email distro lists, etc.) and record copies maintained
- Support annual review and update of website content
- Support The President in Ensuring the Chapter, and Board, comply with the Chapter Bylaws
- Participate in ISSA International telecoms; in support of President as required
- Comply with ISSA International guidance and ensure Chapter compliance
- Support annual ISSA International Conference in USA, if able, or ensure alternate attends
- Maintain Vice President documents per the Chapter History Policy Memo

Committee(s) Overseen

- Provide guidance and direction, as necessary, to Chapter committees
- Ensure Board awareness of all Chapter committee activities and challenges
- Ensure committees have sufficient manpower and resources
- Identify potential Chairpersons and provide to the President, as necessary, to committees
- Identify potential members to the President for approval to the Audit Committee for the annual Chapter financial review

Routine Events/Activities/Projects

- Encourage Board members and members to contribute info to newsletter, as appropriate
- Ensure Board meeting minutes are published and approved in Presidents absence
- Ensure we meet our obligations to all agreements
- Respond to emails sent from the President in a timely fashion
- Ensure Board members provide timely responses to emails they receive

Other

- Liaise with other chapters, organizations and business Leaders as appropriate
- Identify potential members, and provide to the President for review 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
- Support and represent the President, the Board and chapter membership as needed

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: Vice 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 of Training, Recorder, Director of Communications, 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 4. The Chapter Vice President shall attend to the duties of the President in his/her absence or in case the President's office may become vacant for any cause whatever for a period not to exceed six (6) months, and shall attend to any other duties as the President may require. The Vice President shall have the power to call a meeting of the Board without the consent of the President. The Vice President shall provide liaison with standing committees within the Chapter. In addition, the Vice President will work closely with the Treasurer to ensure accurate accounting of chapter funds.

Election Policies

ISSA-COS Bylaws: ARTICLE 6, SECTION 7. Terms of office shall consist of two years beginning on January 1st following the election. To provide continuity, Board positions shall be elected as follows:

Elections held in odd years

Executive Vice President
Chapter Vice President
Director of Communications
VP of Membership
Treasurer
2 Members-At-Large

Elections held in even years

President
Vice President of Training
Director of Certification
Recorder
Director of Professional Outreach
2 Members-At-Large