

## Position Title: Director of Communications

### 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 7.
3. ISSA-COS Bylaws: ARTICLE 4, SECTION 13.
4. ISSA-COS Bylaws: ARTICLE 6, SECTION 7.

### Position Description:

The Director of Communications shall release emails to ensure that all members in good standing are notified of meetings, events, etc., and that all other correspondence necessary to the conduct of the Chapter is received by the members. At the direction of the President, the Director of Communications shall also transmit and respond to all correspondence of the Chapter, and perform any other duties customarily associated with the office of the Director of Communications. The Director of Communications shall be responsible for, and approve, Chapter communications, either directly or by supervising a media committee.

### Responsibilities:

#### General

- Attend Board Meetings as required
  - Principles shall attend a minimum of two-thirds (66%), of the Board meetings in any consecutive 12-month period.
- Send email to membership announcing training/education events (e.g. Sec+ Seminar, CISSP Seminar, Mini-Seminars, etc.), after receiving relevant information or draft announcement from VP of Training (or Deputy) or Speakers Bureau Lead
- Send email to membership announcing Chapter Membership meetings, after receiving relevant information or draft announcement from President/Vice President
- Send email to membership announcing other events as directed by President/Vice President
- Send reminder emails as appropriate
- Maintain Communications documents per the Chapter History Policy Memo

#### Committee(s) Overseen

- Media Committee

#### Routine Events/Activities/Projects

- Reviews Newsletter, social media, and website content for approval prior to publishing, either personally or by supervising the Media Committee Chair
- Randomly reviews Website content for incorrect or outdated information

- Randomly reviews Social Media content for relevancy and consistency with other communications media

#### Other

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

#### 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: Communications Officer 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, Director of Professional Outreach, and Director of Certification. These officers shall constitute the Board of Directors. The President shall act as Chairperson thereof.

ISSA-COS Bylaws: ARTICLE 4, SECTION 7. The Director of Communications shall release emails to ensure that all members in good standing are notified of meetings, events, etc., and that all other correspondence necessary to the conduct of the Chapter is received by the members. At the direction of the President, the Director of Communications shall also transmit and respond to all correspondence of the Chapter, and perform any other duties customarily associated with the office of the Director of Communications. The Director of Communications shall be responsible for, and approve, Chapter communications, either directly or by supervising a media committee.

ISSA-COS Bylaws: ARTICLE 4, SECTION 13. The following positions shall establish a deputy for their positions. Deputies will not be elected, but shall be appointed, as necessary, by the principle. Deputies will be authorized to act on behalf of the principle during the principle's absence.

Recorder  
Director of Communications  
Vice President of Training  
Vice President of Membership  
Treasurer  
Director of Professional Outreach  
Director of Certification

## Election Policies

ISSA-COS Bylaws: ARTICLE 6, SECTION 7. Terms of office shall consist of two years beginning on January 1<sup>st</sup> 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