

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

Position Description:

The Executive Vice President is responsible to the President for defining the strategic goals and direction of the chapter. The Executive Vice President shall have the power to call a meeting of the Board without the consent of the President. The Executive Vice President shall provide liaison with organizations within the State of Colorado for the Chapter and be responsible for presenting to the overall board the recommended strategic direction of the chapter. This is accomplished with a report every two years. The intended purpose of the position is to provide senior level overlap with the President and Vice-President functions and to retain corporate knowledge about the way operations are handled. Additionally, the Executive Vice President shall be responsible for ensuring chapter members are recognized for senior member and fellow status, and for submitting members/the chapter for awards, either directly or by supervising a Recognition Committee.

Responsibilities:

General

- Communicate organizational strategy to Board of Directors
- Regularly meet with the Chapter Board and attend Board meetings
 - Shall attend a minimum of two-thirds (66%), of the Board meetings in any consecutive 12-month period.
- Ensure organizational policies and procedures are followed
- Support membership and growth
- Ensure highly productive relationships and partnerships for the benefit of the organization
- Work with community leaders, executive directors, sponsors, government officials, and senior staff/board members at conferences and other events
- Participate in and nurture broad networks of alliances with others to exchange knowledge and information about learning in support of International initiatives
- Provide overlap and corporate knowledge as well as history on the way operations are handled
- Brief membership on annual awards and recognition timelines and criteria for submission
- Ensure members are recognized for Senior Member, Fellow, and Distinguished Fellow status
- Collect and consolidate awards inputs and recommendations and submit to the Chapter President for review at least two weeks prior to ISSA International suspense date
- Submit awards to ISSA International, either directly or by supervising a Recognition Committee, after President approves
- Maintain Executive Vice President documents per the Chapter History Policy Memo

- May call a Board meeting in the absence of the President

Committee(s) Overseen

- Supervises Recognition Committee
- Ensure Recognition Committee has a Charter, reviewed/updated annually, and record copy maintained
- Appoint Chairperson, as necessary, to Recognition Committee

Routine Events/Activities/Projects

- Write article(s) for newsletter, either personally or via Recognition Committee, for Annual Awards
- Write article(s) for newsletter, either personally or via Recognition Committee, for Distinguished Fellow, Fellow, and Senior Member submissions
- Maintains list of all current year recognition provided, either personally or via Recognition Committee (e.g. Certificates of Appreciation, Recognition Coins, Chapter Annual Awards)

Other

- Liaise with other ISSA Chapter Presidents/VPs/Key Leaders as appropriate
- 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
- Experience discussing/negotiating with variety of agencies of diverse natures/perspectives
- 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/conducting meetings

Attachment A: Executive 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 3. The Executive Vice President is responsible to the President for defining the strategic goals and direction of the chapter. The Executive Vice President shall have the power to call a meeting of the Board without the consent of the President. The Executive Vice President shall provide liaison with organizations within the State of Colorado for the Chapter and be responsible for presenting to the overall board the recommended strategic direction of the chapter.

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