



**Information Systems Audit and Control Association  
Calgary Chapter  
By-Laws**

**June 2006**

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Calgary Chapter  
By-Laws**

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## **Introduction**

Pursuant to the By-Laws of the Information Systems Audit and Control Association, hereinafter referred to as “the Association”, and the Societies Act of the Province of Alberta in the Dominion of Canada and subject to the Chapter Charter to be granted by the Board of Directors of the Association we do hereby set forth the following By-Laws.

## **Chapter Name and Purpose**

### **Article 1 Name**

The name of this non-union, non-profit organization shall be the Calgary Chapter (hereinafter referred to as “Chapter”), a Chapter affiliated with the Information Systems Audit and Control Association (ISACA), hereinafter referred to as the “Association”. The Chapter, apart from its innate affiliation with the international Association, is an independent entity from any other association, enterprise, or entity

### **Article 2 Office and Location**

The principal office and postal address of the Chapter shall be fixed and located at such place as determined, from time to time, by the Board of Directors, hereinafter referred to as “the Board”.

### **Article 3 Purpose**

In addition to the purpose and objectives held in common with the Association, the Chapter’s primary purpose is to promote the education and professional development of local individuals for the improvement and development of their capabilities relating to the management (e.g. governance and controls), auditing of and/or management consulting in the field of IS audit, security and control. Towards this end the Chapter will seek to:

- To promote the education of, and help expand the knowledge and skills of its members in the interrelated fields of auditing, quality assurance, security, IS audit and control, and IT governance;
- Provide a local forum for, and encourage, the exchange of ideas, methods and information relating to IS audit and control, quality assurance, security techniques, approaches, and problem solving by its members.
- Increase the level of knowledge and expertise of its community by sponsoring local seminars and conferences on current topics of both technical and operational interest.
- Enhance the professional standing of its members by actively promoting the Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM) designations through a program of education and support to local candidates and by emphasizing the benefits of the designation to members, their employers and the non-audit community.
- To promote adequate communication to keep members abreast of current events in IS audit and control, quality assurance, and security fields that can be of benefit to them and their employers, and;
- To communicate to management, auditors, universities, and to IS professionals the importance of establishing controls necessary to ensure the effective organization and utilization of IT resources.

## **Membership**

### **Article 4 Membership**

#### **Article 4.1 Classifications and Qualifications**

Membership in the Association is a requirement for membership in a Chapter. Therefore, upon joining the Chapter, a person must also join the Association, with accompanying rights and responsibilities.

The Chapter shall recognize the following classes of membership.

- **Active Member** - any person interested in the purpose and objectives of the Chapter as stated in Article 3 shall be eligible for membership in the Chapter, and the Association, subject to rules established by the Association Board. Active members shall be entitled to vote and hold office.
- **Retired Member** - any member who presents proof of retirement status, subject to rules established by the Association Board. Retired members shall be entitled to vote and hold office at the Chapter level.
- **Student Member** - full-time student currently enrolled in a degree program of an accredited college or university, subject to rules established by the Association Board. Proof of enrollment shall be submitted annually to the Association. Student members shall (or shall not) be entitled to vote and hold office at the Chapter level

#### **Article 4.2 Admission**

Potential members shall:

1. Meet the requirements of membership as outlined in Article 4, Section 4.1.
2. Complete an Association membership application form.
3. Pay required dues to the Chapter and the Association

Membership in the Association shall be conferred upon an individual when the Association has received the required Association dues for that individual.

#### **Article 4.2 Transfer**

Members may transfer from or to another Chapter of from or to Member-at-Large status subject to such rules as shall be set by the Board and the Association.

#### **Article 4.3 Resignation**

A member may resign from the Chapter at any time providing such resignation is made in writing and is submitted along with a written request for transfer to another chapter or member-at-large status or resignation from the Association. Such resignation shall not relieve the individual from payment of dues or other monies owed to the Chapter at the time of resignation or give any right to refund or rebate of dues or other moneys paid to the Chapter or to any portion or share of the assets of the Chapter.

#### **Article 4.4 Suspension or Termination**

At any board meeting at which a quorum is present, the Board, acting in good faith, may, by a two thirds vote of those present, suspend the rights of membership in the Chapter of any member who in its judgment has violated the By-Laws of the Chapter or Association, or the Code of Ethics of the Association, or who has been guilty of conduct detrimental to the Chapter and/or Association.

Upon a vote of suspension, the Board shall notify the Association in writing of the charges against the member and all relevant specifics with a recommendation for termination of membership. The suspension of all rights and privileges of membership in the Chapter shall remain in force until such time as a determination is made by the Board of the Association on the recommendation for termination. If the recommendation is rejected by the Board of the Association the member shall be re-instated as a member of the Chapter without prejudice or further loss of privilege. Such suspension or termination shall not relieve the individual from payment of dues or other moneys owed to the Chapter at the time of the resignation or give any right to refund or rebate of dues or other money paid to the Chapter or to any portion or share of the assets of the Chapter.

#### **Article 4.5 Membership List**

Any member shall have the right to request that all information provided to the Chapter of a personal or confidential nature, other than his name, not be published in the membership list of the Chapter. Such information required for the administration of the Chapter shall be maintained separately and held in strictest confidence.

### **Chapter Meetings**

#### **Article 5 Chapter meetings**

##### **Article 5.1 Annual Meeting**

An annual meeting of the total membership of the Chapter shall be held within one month of the business year-end of the Chapter at a time and location to be set by the Board. The meeting shall be held to elect Officers and Directors in terms of these By-Laws, present reports of activities of the various committees for the year immediately past and to consider such other business issues as concern the Chapter membership in general as shall be referred to it by the Board.

Only active and retired members present at the meeting shall be eligible to vote at the meeting, proxies shall not be allowed. All business shall be approved or rejected based on a simple majority of all eligible voters at the annual meeting unless otherwise provided for in these By-Laws.

A quorum shall be constituted by not less than 10 active or retired members which must include at least one member of the Board of Directors.

Paper mail or electronic means may be used for the purposes of membership voting on resolutions approved by the Chapter Board.

The affirmative vote of the majority of the members present at a regular or special meeting at which a quorum is present shall constitute an act of the members.

Notification, in writing (including email correspondence), of the annual meeting shall be sent to each member, student member and retired member of the Chapter at least one month in advance of the meeting date. The notice shall include the date, time and place of the meeting as well as the nature of the business issues to be considered with sufficient particulars to allow the membership to reasonably prepare for discussion and voting on any questions to be put to them.

No business other than that contained in the Notice may be discussed or decided except by leave of at least two-thirds of those present and eligible to vote at the meeting or one-third of the total number of members in good standing, which ever is the greater.

### **Article 5.2 Special Meetings**

Special meetings of the general membership may be called by the President or by the Chapter Board or shall be called upon written request by 10 of members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least 30 days notice shall be given. A special meeting would consider such business as concerns the Chapter membership in general and cannot reasonably be delayed until the annual meeting.

A quorum shall be constituted by not less than 10 members which must include at least one member of the Board of Directors.

Paper mail or electronic means may be used for the purposes of membership voting on resolutions approved by the Chapter Board.

The affirmative vote of the majority of the members present at a regular or special meeting at which a quorum is present shall constitute an act of the members.

### **Article 5.3 Board Meetings**

The Board shall meet at least annually, at a time and place of their choosing, to conduct the regular business affairs of the Chapter. A quorum of at least half of the current members of the Board must be present (in person or via teleconference) at all such meetings in order to decide any business before it. All business shall be approved or rejected by a simple majority of those present unless otherwise provided for in these By-Laws.

Notice of Board Meetings shall be sent to all members of the Board at least 10 days in advance of the meeting, or as the Board may determine from time to time, stating the time, place and business to be discussed. Additional business may be brought before the meeting with unanimous consent of those present. Meetings may be called by the President or any three members of the Board.

### **Article 5.4 Regular Chapter membership Meetings**

Regular meetings of the general membership may be called to advance the purpose and objectives of the Chapter or Association. These meetings shall be held at a time and place set by the various committee chairpersons, the Board to provide information, presentations and other activities of interest and benefit to the membership of the Chapter. Notice of such meetings shall be made to the membership in sufficient time to facilitate the attendance of those wishing to do so, whenever possible. No Chapter business shall be discussed or decided at such meetings except as provided for under the By-Laws regarding the annual meeting or specifically provided for elsewhere in these By-Laws.

## **Directors and Officers**

### **Article 6 Chapter Officers and Directors**

The President, Vice President, Secretary, Treasurer, immediate Past President, shall be the chapter officers.

#### **Article 6.1 Nominations and Election**

##### **Article 6.1A Nomination and election of Officers**

Officers of the Chapter shall be elected by a majority vote of all those eligible to vote at the annual meeting of the Chapter.

The President shall call for nominations in writing (including electronic means) for each position to be elected at least two months prior to the annual meeting and held open for at least 21 days.

The names and qualification of those nominated for each position shall be distributed with the notice of the annual meeting. Nominations from the floor shall be permitted prior to the election. Any nominations made from the floor at the annual meeting shall be supported by a seconder and accepted by the nominee.

Elections shall be held by "show of hands" or by "secret Ballot". The use of the "show of hands" method must be unanimously adopted prior to the commencement of the elections.

Paper mail or electronic ballots received by the President 24 hours prior to the meeting will be included in the voting.

#### **Article 6.1B Nomination, election or appointment of Directors.**

Directors may be nominated and elected in the same manner as officers outlined in Article 6.1A. In addition the Chapter Board may at its discretion appoint, via ordinary board resolution, a chapter member (Active, Retired or Student) to act as a chapter director. In the event a director is appointed by the board, the President must notify in writing (including electronic communication) the Chapter membership of such an appointment within 30 days.

#### **Article 6.2 Remuneration**

Officers and directors of the Chapter shall serve without remuneration or other consideration.

#### **Article 6.3 Term**

The Chapter officers and directors, except the immediate Past President, shall be elected annually for a term of two (2) year(s), or until their successors are elected and assume office, or until they resign or are removed from office.

Each officer or director of the Chapter shall assume his or her duties immediately following the annual meeting at which he or she was elected (or the board meeting in the case of director appointments) and shall hold the position until a successor is elected and takes office or the officer or director resigns from the Chapter, is terminated or removed.

No member shall hold more than two Chapter office(s) at a time, and no member shall be eligible to serve more than two consecutive terms in the same Chapter office.

#### **Article 6.4 Removal**

The Board may declare vacant the office of a director or officer who has been declared of unsound mind by final decree of the courts, is absent from one Board meeting or requests such declaration due to reasons of disability or health. The Board may appoint an individual to act in any vacant position until the next annual meeting or may elect to leave the position vacant until some future time.

#### **Article 6.5 Vacancies**

If a vacancy should occur in any office, except that of the President or immediate Past President, the vacancy shall be filled by Chapter Board appointment. If a vacancy occurs in the office of immediate Past President, the vacancy shall remain until filled by routine succession. If the office of the president is vacant, the duly elected vice president will assume the duties of the president until a president can be elected to office. Chapter Officers and Directors must maintain their membership throughout their entire term of office.

## **Chapter Officer Duties**

### **Article 7 Chapter Officer Duties**

The Chapter Officers shall perform the duties prescribed by these bylaws, by the Chapter Board, or the parliamentary authority adopted by the Chapter

#### **Article 7.1 President**

The Chapter President shall:

- Preside at all meetings of the Chapter and the Chapter Board
- Appoint, with the approval of the Chapter Board, all committee chairpersons and committee members
- Be an ex-officio member of all committees except the Nominating Committee
- Represent the Chapter at Leadership Conference/Presidents Council Meeting(s)
- Maintain communications with the Association and respond to Association inquiries
- Be responsible for submission of the chapter annual report to the Association within 30 days after annual general meeting
- Supervise budgetary matters and proper internal control of finances

#### **Article 7.2 Vice President**

The Chapter Vice President shall:

- Perform the duties of the President in the event of his/her absence or disability
- Chair the newsletter committee

#### **Article 7.3 Secretary**

The Chapter Secretary shall:

- Take minutes of the meetings of the Chapter Board and membership meetings and maintain the files of previous minutes for at least two years
- Maintain accurate lists of the membership and attendance records
- Be responsible for the legal affairs, Chapter reports, and communications and correspondence pertaining to the Chapter

#### **Article 7.3 Treasurer**

The Chapter Treasurer shall:

- Be custodian of Chapter funds
- Receive all monies and disburse funds only upon the sanction of the Chapter Board, or the Chapter membership
- Remit dues to the Association as required
- Submit a written report at each regular meeting
- Submit books and records for audit
- File any and all tax forms required

#### **Article 7.4 Past President**

The immediate Past President of the Chapter shall:

- Serve in an advisory capacity
- Perform other duties as assigned by the President

## **Chapter Director Duties**

### **Article 8 Chapter Director Duties**

The Chapter Directors shall perform the duties prescribed by these bylaws, by the Chapter Board, or the parliamentary authority adopted by the Chapter

Chapter director duties are outlined in addendum 2 to these By-Laws and are subject to review and revision by the board from time to time as appropriate.

## **Chapter Board**

### **Article 9 Chapter Board**

The chapter officers and a minimum of 2 directors shall constitute the Chapter Board.

The Board shall be the governing body of the Chapter responsible for setting direction and policy with full authority over all Chapter affairs. Unless otherwise provided for in these By-Laws all actions of the Board shall be final.

#### **Article 9.1 Board Duties**

The Chapter Board shall:

- Supervise the affairs and conduct the business of the Chapter between annual general meetings
- Make recommendations to the membership.
- Be subject to the orders of the membership.
- Meet at least once at a time and place determined by the Chapter Board
- Perform the duties prescribed in these bylaws and the parliamentary authority adopted by the Chapter
- Meetings of the chapter board may be held electronically. A conference meeting must be arranged at least 48 hours in advance of the call. Each member should seek recognition from the chair before beginning to speak, and each member should identify himself or herself prior to speaking. Motions will be voted on by voice vote. If the chair has a problem determining the vote, he or she may call for a roll call vote. The roll call vote is for determination of the outcome of the vote and shall not be recorded in the minutes. The minutes of the meeting shall be approved at the next in-person meeting.

#### **Article 9.2 Board Authority**

The Chapter Board shall have the authority to:

- Expend funds allotted in the approved budget
- Authorize non-budgeted expenditures not to exceed the amount available in the current account without prior approval of the membership.
- Amounts in the reserve may only be transferred from the reserve to the current account by ordinary motion at a general meeting of membership (either special general meeting or annual general meeting).

#### **Article 9.3 Board Quorum**

A majority of the Chapter Board shall constitute a quorum.

**Article 9.4 Board Action**

The affirmative vote of the majority of directors present at a meeting at which a quorum is present shall constitute an act of the Chapter Board.

**Article 9.5 Insurance**

The Chapter Board shall secure whatever insurance coverage is deemed necessary to meet the needs of the Chapter.

**Article 9.6 Auditing**

The books, accounts and records of the Chapter as maintained by the Treasurer shall be audited at least once a year by a duly qualified accountant or by two members of the Chapter appointed by the Board for that purpose.

The books and records of the Chapter may be inspected by any member of the Chapter at the annual meeting or at any time upon giving reasonable notice and arranging a suitable time with the Treasurer. All members of the Board shall have access to the books and records of the Chapter at any time.

**Article 9.7 Borrowing Powers**

The Board shall have the following borrowing powers

**Article 9.7A Short Term**

For the purpose of carrying out regular Chapter business the Board and Executives of the Chapter are empowered to obtain services on account with suppliers for such amounts as may be reasonably incurred in providing services to the Chapter membership. Such accounts are to be paid in full within 30 days of the event or purchase with which they are associated.

**Article 9.7B Long Term**

The Chapter Board and Executives are not empowered to borrow funds on behalf of the Chapter except as specifically allowed for by resolutions passed by the Chapter membership in general at the annual meeting or a special meeting called for that purpose.

**Board Committees****Article 10 Chapter Board Committees**

The Board at its discretion may constitute committees to advise and support its activities.

**Article 10.1 Committee Chairmanship and Authority**

Committees will be chaired by a chapter office or director appointed by the board to chair the committee. The committee receives its authority from, and is responsible for reporting its actions and findings to the Board.

The Chapter shall have Standing Committees responsible for the major activities of the Chapter. In addition to their designated responsibilities the Board may delegate additional duties to the committees from time to time

**Article 10.2 Committee terms and dissolution**

Upon resolution of the board, a committee can be created. The resolution creating the committee shall also dictate the terms of reference (purpose, authority, special powers, reporting requirements etc) of committee.

Upon creation, the committee can have a finite time period of operation, or an objective based terms of reference or the length of operation may be undefined. If the committee's operation is time or objective based, the committee will be deemed to have dissolved at the expiration of the time period of the successful completion of its objective.

If the length of service of the committee is undefined upon creation, the Board may dissolve the committee via an ordinary resolution of the Board.

### **Article 10.3 Standing Committees**

The following committees have a standing constitution and mandate and do not require a Board action to constitute them.

#### **Article 10.3A Audit Committee**

The audit committee shall be appointed by the Chapter Board whose duty shall be to audit the Chapter accounts at the close of the fiscal year and to report at the annual general meeting. (Duty on chapter board and reported to chapter in time for the AGM.)

#### **Article 10.3B Long Range Planning Committee**

The Long Range Planning Committee shall review the affairs of the Chapter and make recommendations to the Chapter Board and the chapter members concerning ways and means by which the Chapter's purpose given in Article II can be met. The committee shall consist of a chairperson appointed by the president plus at least four additional members approved by the Board. The term of office shall be one year. It shall be the duty of this committee to develop a strategic plan, to regularly review the adopted plan, and to prepare and submit plan amendments to the Chapter Board for adoption.

#### **Article 10.3C Bylaws committee**

The bylaws committee shall be appointed by the president and approved by the board. The committee shall report to the board and shall maintain the bylaws. The bylaws committee shall expedite the process of changing the bylaws in accordance with Article IX of the bylaws, assure that all proposed changes conform to any local laws, examine the consistency of the proposed change with other provisions of the bylaws and with those of the Association, and suggest wording for proposed changes.

#### **Article 10.3D Education Committee**

The Education Committee shall be responsible for the development of a Chapter CISA / CISM education program / event and promoting the CISA & CISM designations.

#### **Article 10.3E Membership Committee**

The Membership Committee shall promote and publicize the Chapter and organize membership campaigns and related activities.

#### **Article 10.3F Program Committee**

The Program Committee shall prepare the schedule of regular Chapter meetings. The committee shall arrange facilities and speakers and coordinate activities with the Education Committee.

## **Chapter Parliamentary Authority**

### **Article 11 Chapter Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules the chapter may adopt.

### **Article 12 Amendment of Chapter Bylaws**

The Chapter shall forward all bylaws changes to the Association, with changes indicated, as the Association Membership Board must give approval to all bylaws changes prior to submitting for vote by the chapter membership. The Chapter Board shall conduct a periodic, comparison of the Chapter practices to the bylaws. The Chapter Board must ensure the compliance of the bylaws with the Association's bylaws and applicable country requirements.

These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote provided that the amendment has been submitted in writing at the previous regular meeting, or has been mailed to the entire Chapter membership at least thirty (30) days prior to the meeting at which it will be considered.

### **Article 13 Chapter Dissolution**

To effect dissolution of the Chapter, these bylaws must be rescinded by a two-thirds (2/3) vote of the chapter membership after ten (30) days notice has been mailed to each member. In the event of dissolution, the Chapter shall notify the Executive Director of the Association, in writing, indicating the reason(s) for dissolution and shall return the Chapter charter and any other Chapter or Association documents to International Headquarters. All net assets shall go to a welfare, education or civic project designated by the Chapter membership with the approval of the Association's International President and Executive Director."

## **Addendum to Chapter By-Laws.**

### **Addendum A1. THE SOCIETIES ACT (Alberta) APPLICATION (SUPPLEMENT)**

The objects of the society are:

- to promote the education and professional development of local individuals in the audit and/or management of EDP systems, facilities and functions
- to provide a local forum for the exchange of ideas, methods and information relating to the audit and control of EDP resources
- to increase the level of knowledge and expertise of its members by sponsoring local seminars and conferences on current topics of both technical and operational interest
- to enhance the professional standing of its members by actively promoting the Certified Information Systems Auditor designation through a program of education and support to local candidates and by emphasizing the benefits of the designation to members and employers alike.

### **Addendum A2. Chapter Director Duties**

The Chapter Directors shall perform the duties prescribed by these bylaws, by the Chapter Board, or the parliamentary authority adopted by the Chapter

Chapter director duties are outlined in addendum 1 to these By-Laws and are subject to review and revision by the board from time to time as appropriate.

#### **Addendum A2.1 Academic & Professional Relations Director**

The roles and responsibilities of the Academic & Professional Relations Director shall include the following:

##### Academic:

- Acts as liaison to local colleges and universities and/or the university's academic advocate  
Creates relationships with university and college contacts
- Acts as liaison to other professional associations that share similar interests or disciplines related to internal auditing, risk management, control and technology
- Contacts professors and instructors to promote ISACA and the ITGI and forwards contact information to the director of academic relations, [research@isaca.org](mailto:research@isaca.org)
- Uses materials provided by the director of academic relations in giving presentations to students and professors on ISACA including the model curriculum, CISA, CISM and COBIT
- Identifies and encourages an "Academic Advocate" at colleges and universities. This person is the liaison at the university for ISACA. Please see the ISACA web site for details on the academic advocate program. Contact information and any questions should be sent to [research@isaca.org](mailto:research@isaca.org).

#### **Addendum A2.2 Corporate Relations Director**

The roles and responsibilities of the Corporate Relations Director shall include the following:

- Liaise with officers in the industry who represent our profession and play a leading role within their organizations in using the knowledge base and other resources that ISACA is responsible for promoting.
- The objective of the Corporate Relations Director should be to communicate the role of ISACA, ITGI to complement their personal efforts. The value that CISAs and CISM's can add, from having fulfilled the rigorous training and experience requirements to qualify, towards achieving their organizational level objectives also need to be communicated to these key officers.
- The ITGI exists to assist enterprise leaders in their responsibility to ensure that IT goals align with those of the business, it delivers value, its performance is measured, its resources properly allocated and its risks mitigated. The Corporate Relations Director's responsibilities would include spreading awareness of the ITGI and its role in governance, and also to assist in disseminating their research among IT officers in the industry.
- The Corporate Relations Director is responsible for promoting the use of the ISACA global and local chapter websites as well as the newsletters as a resource for recruiting purposes. This would require liaising with the Human Resource functional heads within various Calgary based organizations and coordinating with the webmaster and newsletter committee for posting jobs on the website and in the newsletter. The objective would be to ensure that our members have the best access to local and national opportunities. The Corporate Relations Director will also make suggestions to the Board on rates for such services and assist in collection of related funds.
- The ISACA Calgary chapter plans to organize various educational and social events for the benefit of chapter members. Some events such as the monthly luncheons and the education week are self sustaining in that the chapter is able to raise adequate funds through participation, to cover all expenses. The Corporate Relations Director would be responsible for obtaining corporate sponsorships to allow the chapter to expand its breadth of services to the membership, and also play a role in identifying ways to benefit the business community and foster continuing professional development of our members towards fulfilling their business needs.
- The Corporate Relations Director shall also act in the capacity of the content coordination for the ISACA Calgary website. The Webmaster's assistance will be valuable in this respect. ISACA Calgary chapter intends to build a useful and informative website that is valuable to all its members.
- The Corporate Relations Director will maintain and manage the roster of stakeholders in the Calgary business community.
- Contacts public accounting firms, banks, government agencies, universities, private industry and media to introduce association to potential members

### **Addendum A2.3 Education Director**

The roles and responsibilities of the Education Director shall include the following:

- Chairs the Education Committee and ensures that work is delegated effectively and efficiently
- Plans and presents a minimum of four seminars / workshops per year or presents a week of Education programs on topics of interest to the membership

- Confers with ISACA education department concerning Professional Seminar Series (PSS) and workshops available, as desired
- Coordinates seminars and workshops with the education committee to ensure member needs are met.
- Works with CISA and CISM coordinators and education committee to obtain approval from local board of education for CPA continuing professional education credits.
- Obtains speakers with high level of competence to motivate and stimulate the members toward active concern and participation
- Arranges for printing of seminar programs, tickets and name badges, as required
- Works with arrangements committee to plan a pre-seminar visit to the hotel or seminar site to review the finalized seminar arrangements, if needed
- Conducts the seminar/workshop
- Distributes and collects speaker evaluation forms at each meeting.
- Coordinates seminar/workshop committee activities with other officers and directors as needed
- Sends letter of thanks to the speaker

#### **Addendum A2.4 CISA & CISM Director**

The roles and responsibilities of the CISA & CISM Director shall include the following:

- Knows and understands the CISA & CISM programs and its policies
- Assists candidates in preparing for the CISA & CISM examinations and helps administer the exam
- Recognizes members who pass the CISA & CISM examination and/or obtains a CISA/CISM certification at a chapter meeting
- Promotes CISA & CISM Continuing Professional Education Policy
- Publicizes the CISA & CISM program within and outside the chapter

#### **Addendum A2.5 Program & Membership Relations Director**

The roles and responsibilities of the Program & Membership Director shall include the following:

- Conducts an annual membership campaign and Increases chapter awareness
- Contacts meeting visitors and encourages membership in ISACA
- Forwards membership applications and informational materials to visitors
- Reports concerns to ISACA membership department
- Maintains membership records
- Ensures membership records are accurate
- Responds to correspondence regarding membership
- Maintains a complete and orderly file of profiles of chapter officers, past and current
- Contacts members periodically to learn if ISACA and chapter are meeting their needs
- Presents the awards program to the chapter board for approval and to the general membership when appropriate

- Develops and implements a special recognition program for members who have excellent meeting attendance and recognizes those members at the annual meeting or at other events
- Reviews the qualifications of each chapter member and determines if any candidates meet the standards established by the awards program
- Presents nominees' names to board for approval
- Chairs the Program Committee and ensures that work is delegated effectively and efficiently
- Compares records with previous periods to determine the percent increase/decrease in membership and meeting attendance
- Coordinates education committee activities with other officers and chairs
- Arranges and recommends interesting, informative topics that will contribute to the personal and professional growth of the membership
- Identifies speakers or leaders for each meeting
- Provides for a minimum of one "standby" program for the current year in the event of an emergency/no show
- Works with arrangements committee to coordinate registration for meetings
- Coordinates with the treasurer to obtain a gift, honorarium or fee for the speaker, if desired and sends letter of thanks to the speaker
- Maintains a record of monthly meetings and attendees. This record is crucial for when a CISA/CISM in the chapter is audited and needs to verify attendance.
- Provides biographical material of all speakers to the newsletter editor for publication in the chapter newsletter / website.

#### **Addendum A2.6 Technology Director**

The roles and responsibilities of the Technology Director shall include the following:

- Development and maintenance of chapter website;
- Provide support for all contracted technology services, such as webhosting, e-mail, and PayPal services, etc.;
- Work with the Communications Director to ensure content is implemented appropriately and posted timely;
- In conjunction with the Board, develop and maintain the use of the chapter website as a primary communication tool for the Chapter.

#### **Addendum A2.7 Communications Director**

The roles and responsibilities of the Technology Director shall include the following:

- Work with the Board to design, coordinate, compose and publish a quarterly Chapter newsletter;
- Chair the Communications Committee, and ensure all relevant sources of data are regularly monitored and that import information is conveyed to our members;
- Work with the Technology Director on maintaining and modifying the design and structure of the Chapter's website as appropriate;

- Composition of Chapter notices, communiqués, and official communications to be distributed to members or posted on the Chapter's website.
- Work with the Corporate Relations Director to help enable the website to accommodate advertising and promotional space for Chapter sponsors;
- Regularly review related chapter website and the ISACA website and update the chapter's site accordingly.