



(ISC)² National Capital Region (NCR) Chapter

Officer Position Descriptions

Term of Office - The term of office for all (ISC)² NCR Chapter (“the Chapter”) Officers shall be one year commencing at the conclusion of the general membership election meeting. All Officers, whose positions are described below, shall be members of the Chapter’s Board of Directors (“the Board”).

President - The President shall be the principal executive officer of the organization and shall exercise general supervision over the affairs of the chapter, its officers, and personnel, consistent with policies established by the Board. The President shall preside at all meetings of the and shall obey the mandates of the members. The President shall have the power to call special meetings if deemed necessary for the benefit of the Chapter and sign agreements, memorandums of understanding or other documents based on resolutions passed by the Board or the general membership. The President shall also supplement or act in the capacity of another officer when asked by the officer, the officer board, or the general membership in the case that officer is not capable of performing his/her duties. The President may authorize and approve expenditures and take such other steps he or she deems necessary to advance the purposes of the Chapter, provided such steps do not exceed the scope of authority granted by the Board.

Vice President - The Vice President shall perform such duties as may be assigned by the President.

Treasurer- The Treasurer shall collect all membership dues and other monies or articles of value belonging to the Chapter, and shall keep an accurate account of all treasury receipts, expenditures, and deposits. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Chapter; receive and give receipts for monies due and payable to the organization from any source whatsoever and deposit all such monies in the name of the Chapter in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws. The Treasurer, in general, shall perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board. The Treasurer shall be responsible for the administration and oversight of the organization's financial records, initiation of an annual audit, and compliance with statutory reporting requirements, tax returns, and tax payments. The Treasurer is responsible for preparing the annual budget and required tax documents, and shall submit a financial report monthly to the Board, which will include actual income and expenditures compared to budgeted amounts.

Secretary - The Secretary shall record and keep minutes of all meetings and shall maintain the official records of the Chapter, including the Bylaws, Procedures, Guidelines, etc. and be the custodian of the Chapter’s historical documents. The Secretary shall ensure that all votes are properly recorded and that



a quorum was present for the vote, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board.

Director of Sponsorship - The Director of Sponsorship shall develop, maintain and promote a program that provides a pre-defined set of benefits to vendors wishing to support the activities of the Chapter, in accordance with the current Sponsorship policy. The details of the benefits provided shall be defined in an approved Sponsorship policy which must approve via a Chapter Officer Quorum vote. Any changes to the Sponsorship Policy including the various sponsorship levels and any associated marketing costs must be voted on by the Board. In the event that vendors propose an exchange of goods/services for a specific sponsorship level, the exchange must be approved by a majority vote of the Board.

Director of Education - The Director of Education identifies, creates, facilitates and promotes educational opportunities that will benefit our members. For example: CISSP and other (ISC)² certifications study classes, online courses or CBTs that the Chapter would purchase or make available to members for free or at a discount. The Position doesn't necessarily provide instruction, but works with outside agencies to make educational opportunities available. The Director of Education may be asked to survey members about their interest in educational opportunities.

Director of Membership - The Director of Membership shall maintain a database of the official membership of record. The Board may at times elect to expand or modify the data collected from each member. All membership information shall be treated as confidential and never shared beyond members of the Board without a prior vote by a quorum of the Board and then only to extent needed to provide additional services to the membership such as an outsourced membership service. The membership information shall never be sold or exchange in kind products and/or services from vendors.

Director of Programs – The Director of Programs is the focal point for Chapter Member Meeting event and speaker coordination. This position contacts speakers, identified generally by the Board and Chapter members, collects pre-meeting materials, verifies that speakers can present prior to scheduled meeting, and provides speaker contact information to the Board. This position maintains and reports on the Chapter's schedule for member meeting speakers and events.

Director of Facilities – The Director of Facilities is responsible for managing resources for Chapter member meetings, Chapter officer meetings and events. This position ensures that conference rooms/venues have been reserved, the WebEx meeting has been scheduled, the food has been catered (if appropriate for the event), the room has a projector and laptop, and that we have received presentation materials from the speaker.

Technology Chair - The Technology Chair shall develop, maintain and oversee the Chapter's website functions including the webmaster activities, content development; email support, and technology focused critical functions and activities. The Technology Chair offers expert Internet technology planning, software/hardware and support to all functional areas of the board and membership community.

Communications Chair – The Communications Chair shall review all permanent content on the Chapter's website and coordinate the preparation, review and dissemination of any formal



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announcements or other communications. The Communications Chair is not responsible for reviewing standard or regular communications, such as announcements, agenda or minutes for monthly member or officer meetings.

All Officers – In addition to their specific duties, all Chapter officers are expected to perform other duties needed to support the Chapter and its meetings, including, but not limited to: helping to identify speakers; finding venues; identifying and planning events; attending events; transporting and setting up equipment; and, purchasing incidental items that are eligible for reimbursement.