



Capitol of Texas Board of Directors Nomination Form

Instructions: Members in good standing of the Capitol of Texas ISSA Chapter may volunteer to run or nominate any other member (who must accept the nomination to run) for office. All members participating in election process as candidates or voting members must be paid in full as of the month of the annual elections (December 2008). Membership will be validated through the National ISSA Organization membership roles. **Return nomination forms by email to elections@austinissa.org or in person to Cris DeWitt or Dave Keene on or before December 14th, 2008.**

ISSA Officer Position	<input type="checkbox"/> President, <input type="checkbox"/> Recording Secretary, <input type="checkbox"/> Membership Director, <input type="checkbox"/> Vice President, <input type="checkbox"/> Corresponding Secretary, <input type="checkbox"/> Treasurer, <input type="checkbox"/> Education Director
Nominated by:	
Nominator's ISSA ID #:	
Nominee Name:	
Nominees Email Address:	
Nominees Company:	
Bio Description: information security experience and any other background	
Reason: Why this member should be an officer	
Additional information: Any specific objectives you hope to accomplish, important information voters should consider, etc.	



Election timeline and Board Positions

15-Oct	16-Oct	6-Nov	17-Nov	20-Nov	4-Dec	7-Dec	11-Dec
Election special mailing	Membership Meeting	Board Meeting	Election special mailing	Membership Meeting	Board Meeting	Election special mailing	Election / Holiday Meeting
Website update	Announce elections / schedule		Update on website	Update on elections / schedule		Update on website	NxNW - 11am-1:30pm
	Hand out nomination forms			Hand out nomination forms			
	pdf on web site; email elections@austiniissa.org			pdf on web site; email elections@austiniissa.org			

Board Position	Bylaw Description	Incumbent Description	Why volunteer?
<p>President 12-15hrs/mo</p>	<p>The President shall be the executive head of the Chapter and shall preside at all meetings of the Chapter. The President shall have the power to call special meetings if deemed necessary for the benefit of the Chapter. The President is an ex-officio member of all committees and sub-committees and for all deliberative decisions shall have the deciding vote in the case of a tied decision. The President shall cause the Chapter Bylaws to be reviewed each year by the Chapter Board of Directors. This review shall be for the purpose of reviewing the duties and responsibilities of each elected officer and to identify any changes that may be required to keep the Bylaws current.</p>	<p>(in no particular order):</p> <ul style="list-style-type: none"> * Lead. Decide. Guide. * Nominate Industry Reps! * Chair Board meetings & break tie votes * Approve/help draft Board meeting agenda * Attend ISSA Annual Meeting * Liaise with other Chapter Presidents and ISSA HQ * Presiding officer at chapter meetings * Ex-officio member of all committees for all chapter activities * Point of contact for the Chapter 	<p>Because I can:</p> <ul style="list-style-type: none"> * Do a good job of building/growing the Chapter. * Make more industry contacts faster. * Contribute to the Security profession. * Hone leadership skills - I've been on boards like this about 8 years now. * Earn some serious CPE's, and... * Enjoy a free lunch once a month! (This is the *real* reason :-)
<p>Vice President 3hrs/mo</p>	<p>The Vice President shall attend to the duties of the President in his/her absence and shall attend to any other duties as the President may require. In the event that the President's office may become vacant for any cause whatever the Vice President shall fill the office for the unexpired term. The Vice President shall act as the official Chapter representative to the Steering Committees for both the annual TRISC conference and for the ConSec conference occurring every other year, and shall manage and report on member participation in each Steering Committee.</p>	<p>Attend board and chapter meetings, fill in and support the President of the chapter, and serve as a contact and board representative for ConSec steering committee. Generally just supporting the chapter as needed and taking on challenges if we have any that need to be taken care of.</p>	<p>Help guide the chapter for the interest of the members, get to help lead one of the top associations and better serve the community for information sharing amongst security professionals.</p>



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<p>Recording Secretary</p> <p>10 - 20hrs/mo</p>	<p>The Recording Secretary shall either personally or through an appointed delegate record minutes of all meetings, all deliberative actions, and all election results, and shall maintain the official records of the Chapter. In conjunction with the President, the Recording Secretary shall produce the Meeting Agenda in advance of all Board and Chapter meetings.</p>	<p>1) attending meetings, 2) doing the minutes, 3) staying in touch with other board members on chapter business via email and phone calls. Other recording secretaries might not put as much in the minutes as I do, but I do my best to create the executive briefing as well as include information that is required in meeting minutes. I do this as a service to the board 1) knowing how busy everyone is, 2) people can't always attend meetings, but still need to stay in the communications loop, and 3) if we ever need to refer back to minutes, there is enough there to help us remember what was going on at a particular time.</p> <p>Initially I thought this is all board work encompassed, but the board does much more than this and it's up to board members to pitch in and get things done to keep the chapter as viable as it is.</p>	<p>I took on this job so I could network better with the security community and get to mingle with some very experienced security people.</p>
<p>Corresponding Secretary</p> <p>3hrs/mo</p>	<p>The Corresponding Secretary shall maintain sufficient membership address lists as to ensure that all members in good standing are notified of meetings, and that all other correspondence necessary to the conduct of the Chapter is received by the members. At the direction of the President, the Corresponding Secretary shall also transmit and respond to all correspondence of the Chapter, and perform any other duties customarily associated with the office of Corresponding Secretary. Additionally, the Corresponding Secretary will be responsible for the publication of the Chapter newsletter, either directly or by supervising an appointed editor.</p>	<p>The Corresponding Secretary is responsible for keeping the membership apprised of ongoing activities and events that may of interest while still respecting the membership's Inbox activity. The monthly meeting announcement has expanded to become a quasi-newsletter. This position works closely with the Membership Director to keep email addresses up to date and our email list "clean".</p>	<p>Becoming the Corresponding Secretary has given me a better perspective about the information security community. You can read about an industry but to get the "real" information, you need to know the people who do the work. There are many differences between theory and application, since I don't have the opportunity to practice the application, being a part of the ISSA board and membership is as close as I have been able to come to it.</p>



Election timeline and Board Positions

<p>Treasurer</p> <p>4hrs/mo</p>	<p>The Treasurer shall direct the Financial Administration of the Chapter in accordance with Section VII below. The Treasurer manages and reports on all monies or articles of value belonging to the Chapter, and shall keep an accurate account of all treasury receipts, expenditures, and deposits.</p>	<p>The Treasurer, in addition to the accounting duties listed in the by-laws, performs several functions. Checking the association P.O. box and processing treasury-related mail, distributing important correspondence to fellow board members as needed, working with our bank to process any account changes, working with property in the offsite storage facility, developing an annual budget for board review, and filing annual tax information with the IRS other key ingredients. Supporting the needs of the association's financial flow is personally rewarding when performed as a well thought-out exercise. Good time-management techniques are essential to maintain timely processing of expenses and income and keeping organized records.</p>	<p>I took the job to work with others who are passionate about promoting security. Also was impressed by the professionalism of the instructors for my CISSP review class who are also board members.</p>
<p>Membership Director</p> <p>3-7hrs/mo</p>	<p>The Membership Director shall develop growth and retention programs and promote the Chapter goals and benefits to the general membership, directly and by committee. The Membership Director shall coordinate communications with the Corresponding Secretary and Education Director to maintain updated membership data. The Membership Director shall act as the Chapter contact with ISSA International on membership matters, and as the Chapter contact with International Information Systems Security Certification Consortium, Inc. (ISC)2 for purposes of administration of the Affiliated Local Interest Group program (ALIG).</p>	<p>The membership director is the main point of contact for any potential members, interested in becoming involved in the chapter. This position is a “catch-all” for the community involvement and should be readily available to support at any tradeshow, conferences, and monthly meetings as it relates to the membership of Austin ISSA. The primary goal of the membership director is to grow the chapter, become highly involved in any outgoing marketing efforts, and raise awareness of the chapter and its value to the security community. In the near-year served as the membership director, it clearly has taken one important requirement to make this position work properly – energy – high levels of energy and a desire to communicate the value of the chapter to any potential members that may be interested in becoming involved. The other miscellaneous activities (behind the scenes) is to make sure to send out personal emails (individual – not mass emails) indicating renewal notices and the upcoming monthly meeting dates/topics as well as contact and recruit individuals interested in membership.</p>	<p>I do this job as my personality allows me to. In the time served in this role, I believe it a requirement to be outgoing, communicative, and interested/natural at networking with folks in the IT Security Community. These are the traits that I feel a membership director needs to drive value in involvement in the chapter, serve as a valuable board member, pursue continued growth of the chapter, and maintain membership levels.</p>



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<p>Education Director</p> <p>3-4hrs/mo</p>	<p>The Education Director shall oversee and report status of all educational activities of the Chapter, individually and as an ex-officio member of any committees or working groups formed for the coordination of Chapter-sponsored educational offerings. All educational offerings will be approved by the Board of Directors. In conjunction with the incoming officer, the Education Director shall facilitate the Annual Program Planning meeting held in lieu of the January Board of Directors meeting.</p>	<p>-Major effort will take place at the annual planning session in collaboration with new and past board members at the beginning of the year, best for candidate to bring their thoughts to the table at this discussion.</p> <p>-Main responsibility is to ensure planned monthly topics are ready to go and that back-up resources (presentations) are ready to go, if needed.</p> <p>-Follow-up with board to ensure appropriate training courses are planned, typically 2-3 per year</p> <p>-Sits on TRISC conference planning board as representative of ISSA</p>	<p>-Opportunity to contribute to security profession</p> <p>-Develop rolodex of local contacts in specific security domains/subject matters; networking</p> <p>-Learn from the experts in your neighborhood</p> <p>-gain CPE's</p>
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