



Greater Washington, D.C. Chapter

GWDC Volunteer Orientation

Chapter Year 2019 – 2020

Welcome

- It is my pleasure to welcome you as an ISACA Greater Washington, D.C. (GWDC) volunteer.
- I look forward to building a strong working relationship with you, and I am excited about the new endeavors that we will undertake this year.
- There is much for us to accomplish in the months to come. So bring your enthusiasm along with any new ideas and innovative approaches in order to help us along.

Agenda

- Section One – Overview
- Section Two – ISACA GWDC Board
- Section Three – Volunteering
- Section Four – Chapter Events

Section 1

Overview

History and Background - International

- ISACA has more than 140,000 constituents in more than 180 countries in Asia, Latin America, Europe, Africa, North America and Oceania.
- Its members include internal and external auditors, CEOs, CFOs, CIOs, educators, information security and control professionals, business managers, students, and IT consultants. ISACA has more than 200 chapters in more than 80 countries.

History and Background - GWDC

- The Greater Washington, D.C. (GWDC) is the ISACA Chapter for the Washington D.C. metropolitan area and has been serving IT professionals in the region since June 12, 1974.
- The Chapter's national and international recognition and its many awards received from ISACA International demonstrates the quality of the volunteers who serve on the Chapter Board and with the chapter.

GWDC Member Benefits

- The GWDC Board of Directors is dedicated to serving its members by providing:
 - Educational conferences and seminars for continuing professional development;
 - Review courses to help current and prospective members prepare for ISACA certification exams (CISA, CISM, CGEIT, CRISC and CSX).

GWDC Member Benefits

- The GWDC Board of Directors also provides:
 - Networking and career advancement opportunities through events such as chapter conferences, networking mixers, social events, and academic night;
 - Knowledge sharing collaboration by means of Chapter newsletters, social media, and focus work-groups.

Section 2

ISACA GWDC Board

GWDC Board Duties

- The GWDC Board shall:
 - Supervise the affairs and conduct the business of the Chapter
 - Perform duties prescribed in the [Chapter Bylaws](#) and any duty specified within the [Chapter website](#)
 - Meet regularly to focus on [Chapter Goals](#) and other matters at hand
 - Make recommendations to the membership and be subject to their order

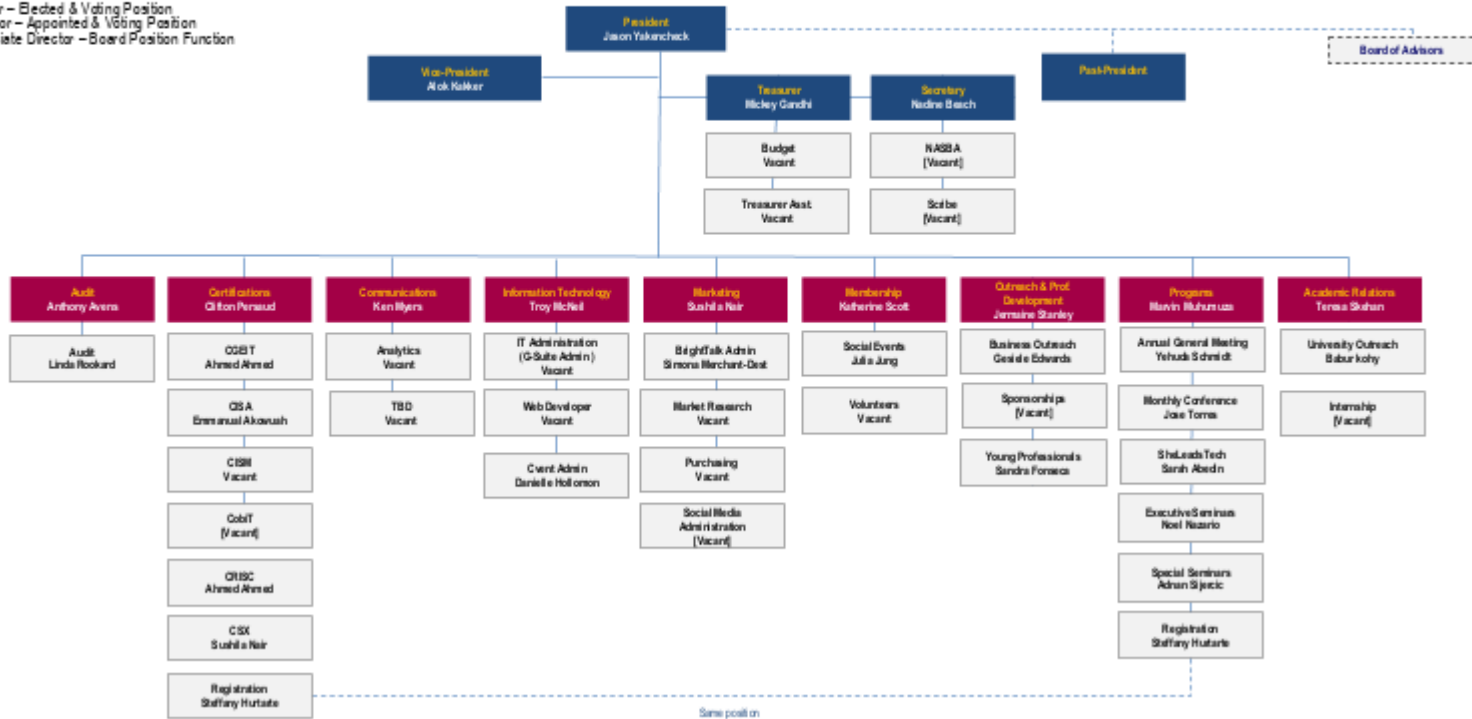
GWDC Board Structure



Greater Washington, D.C. Chapter

ISACA® GREATER WASHINGTON, D.C. CHAPTER
BOARD OF DIRECTORS
AS OF JULY 1, 2019

■ Officer – Elected & Voting Position
■ Director – Appointed & Voting Position
■ Associate Director – Board Position Function



Chapter Elections

- Elections are held every two years.
- Officers, except for the Immediate Past President, shall be elected via online voting.
- Directors are required to re-apply for their position every two years, beginning on July 1 and continuing through June 30 of the second chapter year.
- Officers and Directors will be announced and installed at the Chapter's Annual Meeting.

GWDC Service Agreements

Board Members and Volunteers are required to sign the following prescribed forms annually, agreeing with the specific responsibilities noted therein:

- Willingness to Serve (WTS) Document
- Conflict of Interest Statement
- Non-Disclosure Statement

Chapter Officers

- President – Jason Yakencheck
- Vice-President – Alok Kakker
- Secretary – Nadine Beach
- Treasurer – Mickey Gandhi



Committees

The following chapter Committees are led by the following Directors, who are assisted by Associate Directors:

- Audit – Anthony Avens
- Academic Outreach – Teresa Skehan
- Certifications – Clifton Persaud
- Communications – Ken Myers
- Information Technology – Troy McNeil

Committees (continued)

The following chapter Committees are led by the following Directors, who are assisted by Associate Directors:

- Marketing – Sushila Nair
- Membership – Katherine Scott
- Outreach and Professional Development – Jermaine Stanley
- Programs – Marvin Muhumuza

Director Responsibilities

- Directors are responsible to:
 - Draft an annual budget;
 - Provide annual committee objectives to the Chapter Board;
 - Ensure required committee Associate Director positions, tasks and initiatives are staffed;
 - Provide, at a minimum, a monthly status report to the Chapter Board; and
 - Vote on all motions on the table.

Associate Director Responsibilities

- Associate Directors are responsible to:
 - Oversee and manage specific areas of operation within their assigned Committee
 - Discuss the status of their tasks with the Committee Director on a monthly basis
 - Periodically brief the Board.



Resignation from Office

- Chapter Officers or Directors may resign at any time through a formal communication to the President.
- Resigning Officers, Directors or Associate Directors are expected to transition all duties to others on the Chapter Board or directorate.

Removal from Office

- At any meeting at which a quorum is present, by a 2/3 vote of those present, remove from the Chapter Board any member who has violated the Bylaws, or Code of Ethics, or who has not fulfilled their duties related to their assigned responsibilities.

Compensation

- Officers, Directors, Associate Directors, or Volunteers shall not be paid any monetary compensation for their services.
- Officers, Directors, Associate Directors, or Volunteers should not participate in their own directorate initiatives/activities and also receive compensation for participating in those initiatives/activities.

Section 3

Volunteering

Volunteering with the GWDC

- The GWDC's greatest asset is its members and those members who step forward and volunteer.
- The GWDC offers numerous ways that members and organizations can get involved by:
 - Volunteering a few hours a month
 - Speaking at events
 - Sponsoring chapter activities
- Remember when you volunteer with GWDC, you represent ISACA



Volunteering with the GWDC

- Chapter members who volunteer to work on chapter directorates are not considered Chapter Board members with voting rights.
- These individuals are not elected, therefore, they can be removed from committees by Chapter Board and/or Directors.
- They will not be subject to guidelines in bylaws article VII, but must carry out the duties as assigned by the Directors or Associate Directors.

Volunteer Requirements

- Must be a GWDC member
- Must provide current contact information and assignment preferences
- Must sign the following prescribed forms annually, agreeing with the specific responsibilities noted therein:
 - Willingness to Serve (WTS) Document
 - Conflict of Interest Statement
 - Non-Disclosure Statement

Volunteer Hours

- You are required to work the number of agreed upon hours needed to complete assigned tasks.
- You can only earn up to 20 CPEs per year for activities for which training-related CPEs are not provided.



Reimbursement

- Reimbursements must be legitimate Chapter expenses as outlined in the Chapter expense policy.
- The Reimbursement/Payment form should be used to submit invoices for payments.
- The Reimbursement form should be sent to you're the appropriate Director who will submit it to the Treasurer for processing.

Board Volunteer Responsibilities

- There are a number of opportunities to volunteer:
 - Support the Board directly working with an Officer
 - Serve as an Associate Director in one of the eight directorates
 - Volunteer with one of the Associate Directors
 - Volunteer at one of our events, monthly conferences or special seminars



Vacant Volunteer Positions

- Visit the Chapter Board webpage for vacant Associate Director positions and position descriptions:
 - <https://isaca-gwdc.org/about/board-of-directors/officer-director-responsibilities/#.WZZsk4WcGM8>



Changing Assignments

- If upon completion of your commitment you would like to change assignments, simply send an email request to the Membership Director to discuss available opportunities.

Termination Policy

- Termination is the result of unsatisfactory performance.
- The following actions are cause for termination:
 - Not completing your assigned task (s)
 - Three months absence without contacting your committee director
 - Not showing up on scheduled event days

Recognition

- Volunteers who have contributed at least twenty hours of service per year will be recognized during an annual event.

Section 4

Chapter Events

Types of Events

- There are many chapter events that require volunteers' support
 - Conferences
 - Annual Meeting
 - Seminars
 - Review Courses
 - Social Events



<https://isaca-gwdc.org/events/#.WZZsUIWcGM8>

Planning

- There are many opportunities to assist the Board; chapter event planning is a key responsibility.
- Checklists, templates, and guides have been developed to assist with event planning and have been deployed on the Board's Google shared drive.
- The Programs Director or Monthly Conference Associate Director is responsible for ensuring that the volunteer (s) understands their role in planning and in participating in the event

That's It! You're Done!!

**Thanks again for your interest in volunteering
And, welcome to the team!**

The logo for ISACA, featuring the word "ISACA" in a bold, italicized, sans-serif font with a registered trademark symbol (®) to the upper right.

Greater Washington, D.C. Chapter

Point of Contact

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