

ISACA New York Metropolitan Chapter

Nomination Form

Chapter Directors: 2007-2008 Chapter Year (01-July-2007 – 30-June-2008)

Chapter Executive Officers: 2007-2009 Chapter Year (01-July-2007 – 30-June-2009)

Board Nominees:

Chapter Directors and Chapter Executive Officers on the ISACA New York Metropolitan Chapter Board of Directors are responsible for ensuring the organizations' activities advance the goals of being the leading community of inspirational career and workplace support to constituents in IT assurance, security and governance. Participants on the Board help provide the Chapter Membership with a programme of timely and appropriate education, certification review programs, and membership meetings. In turn, being on the Board provides peer recognition, networking opportunities, and a chance to have an impact in one of the largest ISACA Chapters in the world.

If you are interested in nominating a candidate or yourself to the Chapter's Board of Directors in the upcoming Chapter year, please :

- A. Please print, complete items 1-6, and fax the completed items to 212-484-8240 (*this is a combination voice & fax number, so, if a person picks up, you'll need to re-fax – or you can fax off-hours between 6:30PM and 8:00 AM EST*).
Or you can scan and e-mail the completed forms/statements to Robert.May@isacany.org
(The forms/statements are available on the ISACA New York Metropolitan Chapter's web site at: http://www.isacany.org/Web_Site/pageink/handbk.htm)
- B. To be considered, everything should be returned by March 15, 2007.
- C. Completing and submitting the Nomination Form and required materials provides an opportunity for the Nominee to be considered for a Chapter Board position – it does NOT imply or guarantee a place on the election ballot nor a position on the Chapter Board.

If you have any questions, please contact:

Robert May
Past President, 2004-2005
ISACA New York Metropolitan Chapter
212-484-8240 or Robert.May@isacany.org

1) Chapter Board position being nominated for: Director or _____
Nominee Name and ISACA Member Number: _____
Nominee Address, City, State, ZIP: _____
Nominee's e-mail and telephone: _____

2) Nominated By:
Name and ISACA Member Number: _____
ISACA Chapter Name: _____
e-mail and telephone: _____

3) Please provide a 1/3-page bio or description of the Nominee's professional background and experience.

4) (on page 2 of this form)

5) (on page 3 of this form)

6) The Nominee must complete and sign the attached:
"Willingness to Serve Statement"
"Conflict of Interest and Disclosure Statement"

4) Please describe why the Nominee should serve as a Chapter Director or Chapter Executive Officer, and what contribution do you feel the Nominee can make to the Chapter membership?

5) Please describe any responsibilities or volunteer duties the Nominee has performed on behalf of the ISACA NY Metro Chapter, International ISACA, and/or any other ISACA Chapter:

**ISACA New York Metropolitan Chapter
Willingness to Serve Statement**

Chapter Directors: 2007-2008 Chapter Year (01-July-2007 – 30-June-2008)
Chapter Executive Officers: 2007-2009 Chapter Year (01-July-2007 – 30-June-2009)

I have been nominated (or I have volunteered) as a candidate to hold a position on the 2007-2008/09 ISACA New York Metropolitan Chapter Board and am willing to serve if elected. I will work to promote the association, its aims and its purposes, as stated in the ISACA and ISACA New York Metropolitan Chapter bylaws.

Furthermore, I understand that if I am selected, my employer will be asked to sign a letter of support for me. I anticipate no problem in obtaining said letter.

I have read and understood the bylaws of my Chapter.

I understand the insurance plan that has been secured by my Chapter.

I also understand that this is a volunteer position, and I will not be paid for any services rendered to the chapter, unless a special, separate agreement in writing is undertaken.

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Position to be Served: _____

Signature: _____

Date: _____

**ISACA New York Metropolitan Chapter
Conflict of Interest and Disclosure Statement**

Chapter Directors: 2007-2008 Chapter Year (01-July-2007 – 30-June-2008)

Chapter Executive Officers: 2007-2009 Chapter Year (01-July-2007 – 30-June-2009)

Philosophy: The ISACA New York Metropolitan Chapter enjoys an excellent reputation in the IT community and the business sector. This reputation depends in large measure upon the confidence chapter members, the IT community and the business sector have in its integrity. In order to maintain this confidence, this chapter has adopted this conflict of interest/disclosure statement. Because the chapter depends upon voluntary service to achieve its goals, this statement must be realistic and workable. It is recognized that, in the information systems control profession, volunteers have other personal, business, and professional interests or commitments, some of which may have the potential to create conflicts with the best interests of this chapter. This chapter does not view the existence of these interests or commitments as necessarily implying bias or an impediment to participation in ISACA chapter activities.

Duty to Disclose: It is the policy of this chapter that decisions of board members, committee members, staff and all other persons acting as representatives of this chapter should be based solely on the best interests of the chapter, its membership, the IT community and the business sector. They should never be influenced by desire for personal profit or by other extraneous considerations. Scenarios creating the appearance of a conflict of interest by a chapter representative should be avoided. Accordingly, this chapter has adopted the following statement.

Financial Interests: An individual covered by this statement shall make disclosure if that individual or an immediate family member has a material financial interest in any commercial entity that provides products or services related to subject matter that is likely to be considered or is under discussion by a chapter body (e.g., board, committee, subcommittee, task force) on which the individual serves, or is a direct competitor of such a commercial entity.

Other Organizations: An individual covered by this statement shall make disclosure if, within the previous 12 months, that individual has served as a board or committee member, or has been employed by, consulted for or done research for (a) other professional organizations or (b) any commercial entity that provides products or services related to subject matter that is likely to be considered or is under discussion by a body of the chapter on which the individual serves, or (c) a commercial or other entity with interests potentially conflicting or competing with those of the chapter.

Proprietary Information: Among the chapter's assets are contracts, documents, educational materials, membership lists and other confidential information developed by ISACA or the chapter or lawfully acquired from others. These assets are the property of the chapter. An individual covered by this statement shall not use or disclose them to third parties subject to chapter policies and procedures, nor shall they utilize this information for any personal gain.

Gifts: An individual covered by this statement shall make disclosure if, within the previous twelve months, that individual or an immediate family member has received support, fees, honoraria, travel expenses, gifts, gratuities, entertainment, or free products or services of a substantial financial value from any commercial entity that provides products or services related to subject matter that is likely to be considered or is under discussion by a chapter body on which the individual serves, or from a direct competitor of such a commercial entity.

I hereby attest that I have no conflict(s) of interest regarding the above, except as noted below:

For purposes of this statement, an individual's immediate family shall include the individual's spouse, children, parents and siblings. A material financial interest shall be defined as ownership or beneficial ownership of more than US \$10,000 worth of stock or 1 percent of the stock in a commercial entity. The term "substantial" financial value shall be defined as US \$1,000 or more in aggregate from any one entity during the previous 12-month period.

Each chapter board member, committee member or staff member shall file an annual disclosure statement with the chapter. The disclosure statement must be filed at the time of nomination for election or appointment to a chapter position. Furthermore, chapter board, committee and staff members shall disclose all potentially conflicting interests they identify during their service in a chapter position. An individual who has a possible conflict of interest with respect to a matter under consideration by a chapter body on which the individual serves shall disclose the possible conflict of interest to the body prior to or during the discussion relating to such matter and, in any event, prior to any action by the body on the matter. The individual shall make this disclosure at the earliest possible time in order to avoid misunderstanding or misrepresentation of the individual's motives or interests relating to participation in a matter before the body. Individuals holding chapter positions are the chapter's most visible representatives with members and outside organizations. For this reason, board members are often asked to address member groups and others, regarding chapter or professional issues. To avoid possible confusion or misunderstanding, individuals representing the chapter who address groups should clearly indicate whether they are speaking as a member of the board or as a private individual. Board members commenting on professional issues, rather than chapter issues, should indicate to the audience that their comments are based on their perspective as an IS control professional (e.g., "in my capacity as xxx, for the xyz corporation...").

I have read this conflict of interest and disclosure statement and support its intent. I recognize that I must disclose any personal interests or commitments I have regarding subjects that are likely to be discussed by the chapter body on which I serve during the next 12 months. To the best of my knowledge, I do _____ or I do not _____ have interests or commitments that should be disclosed relative to my service on/as a member of the chapter _____ (board/committee). I have read this statement and I have identified and described any potentially conflicting interests or commitments. If my interests or commitments change during the year or if the subject matter of my group changes and results in my being asked to consider a matter about which I have personal interest or commitment, I agree to file an amended disclosure statement at that time. In addition, I recognize that it is my obligation to disclose any personal interests or commitments to the other members of the chapter body on which I serve at such time as that body discusses subjects related to those personal interests or commitments. I understand that failure to comply with this disclosure statement may be considered cause for removal from office, appointment or participation in any chapter activity or program.

NAME (please print) _____

Date _____

SIGNATURE _____