

SOUTH FLORIDA CHAPTER  
ELECTIONS NOMINATION FORM  
2010-2011



I have been nominated (or I have volunteered) as a candidate to hold the position of (select up to three positions):

**Officer Positions:**

- Chapter President
- Chapter Vice President
- Treasurer
- Secretary

**Director Level Positions:**

- Director of Membership
- Director of Communications
- Director of Marketing
- Director of CISA & CISM Certification
- Director of IT Governance/CobiT
- Director of Academic Relations
- Director of Programming
- Director of Corporate Relations
- Director of Volunteer Activities
- Director at Large

**Name:**

**E-mail Address:**

**Business Phone:**

**Cell Phone:**

**Home Phone:**

**Company Name:**

**Member Number:**

# ISACA SOUTH FLORIDA CONFLICT OF INTEREST FORM

**Philosophy:** The ISACA South Florida 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

# ISACA SOUTH FLORIDA CONFLICT OF INTEREST FORM

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  
 I do not

have interests or commitments that should be disclosed relative to my service on/as a member of the chapter.

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:**

**Date:**

**Signature\*\*\*:**

**\*\*\*Note:** Upon election/acceptance as a volunteer, we will require physical signatures on this form. We will accept electronic signatures during the nomination and election process.

ISACA SOUTH FLORIDA  
BIOGRAPHY FORM

**Biography:**