

COMMITTEE DOCUMENTATION ASSOCIATE (CDA)

✔ Document Management

Create, organize, and maintain a comprehensive repository of committee-related documents, ensuring easy accessibility for all members. Update documents as necessary to reflect changes, decisions, and progress made during committee meetings and activities.

✔ Content Development

Assist in creating clear, concise, and well-structured documentation, including reports, presentations, guidelines, and policies, as required by the committee's objectives.

✔ Version Control

Maintain version control for documents to ensure that the most up-to-date information is available to all committee members. Implement a consistent naming convention and folder structure to enhance document organization and retrieval.

✔ Information Integrity

Ensure accuracy, consistency, and compliance with organizational guidelines and standards in all documentation. Collaborate with subject matter experts to verify technical accuracy and relevancy of content.

✔ Collaboration and Coordination

Collaborate with the Global Cybersecurity Association Documentation Associate (GCADA) to align documentation efforts across committees and the broader organization. Coordinate with other committee documentation associates to share best practices, templates, and lessons learned.

✔ Archiving and Retention

Implement a strategy for archiving outdated or obsolete documents while preserving historical records for future reference. Adhere to data retention policies and legal requirements for document storage and disposal.

✔ Feedback and Improvement

Solicit feedback from committee members regarding the usability and effectiveness of documentation. Continuously seek ways to improve document quality, organization, and accessibility based on feedback and evolving needs.

✔ Confidentiality and Security

Maintain the confidentiality and security of sensitive information contained within committee documents. Implement appropriate access controls to restrict document access to authorized individuals.

The Committee Documentation Associate (CDA) plays a pivotal role in ensuring that committee activities are well-documented, organized, and easily accessible. By fulfilling these responsibilities, the CDA contributes to the committee's effectiveness, knowledge sharing, and overall success.