GCA Global Cybersecurity Association
Forging Global Alliance
Securing IT & OT Infrastructure

GCA DOCUMENTATION ASSOCIATE (GCADA)

RESPONSIBILITIES

✔ Centralized Documentation Management

Develop and maintain a centralized repository of GCA-wide documentation, collaborating closely with Committee Documentation Associates (CDAs) to ensure seamless coordination and alignment. Update and manage documents to accurately reflect the GCA's evolving initiatives, decisions, and progress.

✔ Cross-Committee Collaboration

Coordinate with CDAs across different committees to facilitate consistent documentation practices and information sharing. Ensure that documentation efforts are aligned with GCA's overarching goals and standards.

✔ Document Standardization and Oversight

Establish standardized templates, naming conventions, and formatting guidelines for GCA documentation in collaboration with CDAs. Provide oversight to maintain the consistent appearance and professionalism of all GCA-wide documents.

✔ Version Control and Archiving

Implement version control processes to track document revisions, working with CDAs to manage updates effectively. Develop archiving strategies that preserve historical documentation in accordance with data retention policies.

✔ Communication Enhancement

Disseminate essential GCA-wide documentation, reports, and updates to relevant stakeholders, ensuring accurate and timely information distribution. Collaborate with CDAs to ensure the integration of committee-specific insights into broader GCA communications.

✔ Quality Assurance and Feedback Loop

Collaborate with CDAs to review documents for accuracy, consistency, and alignment with GCA's objectives and messaging. Solicit feedback from GCA leaders, CEPs, and other stakeholders to enhance the quality and effectiveness of documentation.

✔ Training and Support

Provide guidance and training to CDAs on best practices, document management tools, and processes for seamless cross-committee coordination. Assist in onboarding new CDAs, ensuring they are well-equipped to contribute effectively.

✔ Security and Confidentiality

Work closely with CDAs to ensure the security of sensitive and confidential information within GCA documents, implementing access controls as necessary. Maintain compliance with data protection and privacy regulations in all documentation practices.

The GCA Committee Documentation Associate (GCADA) is pivotal in ensuring that GCA-wide documentation remains coherent, accessible, and aligned with organizational objectives. Through close coordination with Committee Documentation Associates (CDAs), the GCADA contributes to effective information management and communication across committees and the broader association.