President’s Message

Greetings Members!

Please see below for some helpful information related to COVID-19 and share them with others.

- CDC: Coronavirus Disease 2019 (COVID-19)
- Defending Against COVID-19 Cyber Scams

NCEB Chapter is currently looking into the opportunities to offer April 2nd Program and April 23rd seminar through webinars instead of in-person meetings due to the COVID-19 crisis. We will keep you updated.

NCEB Board has started preparing for the annual election of Officers and Board members for 2020-2021 chapter year. There will be an open position for “VP of Programs” for the next chapter year, please see NCEB website for description of this position. Additionally, there will be opportunities available to assist VP of Programs and VP of Seminars with scheduling speakers for Programs and Seminars. If are interested in any of these volunteer opportunities, please contact me (AGhafouri@chevron.com).

The IIA’s General Audit Management (GAM) is March 16 – 18. You can attend from anywhere through Live Streaming, earning up to 16.5 CPE credits. Please see below for some recent news from the IIA headquarters.

- New Member Webinar: New members can learn how to navigate IIA services and gain an understanding of the widespread benefits of membership on April 22, 2020. (Please note that this webinar does not offer CPE.)
- The IIA Releases New Practice Guide on IT Change Management: Now in its third edition, this new guide helps internal auditors understand and assess IT change management, a process that, when designed and implemented effectively and efficiently, can promote repeatable, defined, predictable systems of change in the IT environment. This guide will help the internal auditor identify risks and assess this important process.
- 10 Signs Trouble May Be Brewing for the CAE and Internal Audit: The IIA President and CEO Richard Chambers believes that waning support for internal audit is an inherent risk we face as internal audit leaders. For that reason, he has provided an updated top ten list of signs that trouble may be coming.

Ahmad Ghafouri
Chapter President
Northern California East Bay Chapter

Seminars

There was great attendance at the “Critical Thinking and Problem Solving” seminar on February 27th at KPMG’s San Francisco office. It was nice to see a lot of new faces, especially attendees from the IIA-San Francisco Chapter. A big thanks to KPMG and Dan Samson (IIA-SF Board member) for hosting and coordinating this joint Chapter event.

Our next seminar is on Thursday, April 23, 2020 (8:30am-4:30pm). Jay Ranade will present topics on 3-Lines of Defense, IT Governance-Non-Technical, and Ethical Risk Management. As mentioned by our President, we are looking having this event possibly hosted via a webinar due to the COVID-19 crisis.

If you have any questions, please let me know (ferhard@chevron.com).

Ferdinand Erhard
VP of Seminars

Programs
Thank you all who attended our Internet of Things (IoT) program event held on January 17. A special thank you also goes out to TriNet for hosting this event out of their Dublin office.

Our next program event, Code of Ethics will be presented by Steve Morang (Fraud & Forensics Leader at Frank, Rimerman + Co. LLP) on Thursday, April 2, 2020 (2-4pm). I encourage all of you to please sign-up (Link). As mentioned by our President, we are looking having this event possibly hosted via a webinar due to the COVID-19 crisis.

The May Social (GDPR and CCPA - Data Privacy) is scheduled to be held on Thursday, May 28, 2020. We are still looking into a location. Feel free to contact me if you have any ideas for this gathering.

If you have any questions, please let me know (mabarajas@chevron.com).

Miguel Barajas
VP of Programs

**CPE Opportunity**

**IIA North America Members Only Webinar Series**

For all of you IIA members out there, are you taking advantage of the CPE opportunities included in your membership? Each month, the IIA hosts one to two webinars that are free for IIA members. As of March 1, all IIA members now have access to the Specialty Audit Centers (except Audit Executive Center) which also have webinars available. Below is the list of upcoming webinars, including those from the specialty centers:

- March 17th: A Plan for Regulatory Change
- April 2nd: QAIP for Small Audit Functions (Financial Services Audit Center)
- April 7th: Environmental, Social, and Corporate Governance (ESG) and its Growing Importance to Corporate Boards
- April 9th: Federal Accounting for the Financial Impact of Climate-Related Events (Public Sector Audit Center)
- April 22nd: New IIA Member Webinar – Learn How to Take Advantage of All Your Benefits (no CPE offered)

Signups and information for future webinars are available on the IIA Learning Webinars site, the Public Sector Audit Center Event Calendar, the Financial Services Audit Center Event Calendar and the Environmental Health & Safety Event Calendar.

Melissa Rice
Member Certifications

**Certifications**

**Member Certification Spotlight**

Congratulations to Kristina Dohrn and Jason Salgado for earning the Certified Internal Auditor designation!

**CCMS Unavailable March 8th – March 15th**

The IIA is updating the Certification Candidate Management System (CCMS) so it will be unavailable between March 8th and March 15th. During this time systems will be offline, candidates will not be able to access their current CCMS records or make changes. The dark period will conclude on March 15th, with the new CCMS system going live on March 16th. For additional information, please visit the CCMS transition page.

**Academic Relations**

I would like to thank Carol Blanco for joining me in attending the Meet the Firms event at San Francisco State University on February 24th. 30 students visited our IIA-NCEB table and received IIA handouts on Internal Auditing as a profession. I was glad to have Carol to share her knowledge and experience as a financial auditor as majority of the students were Accounting and Finance majors.

Below is a note from Tina Caratan, faculty advisor for Beta Alpha Psi-

“On behalf of the chapter, the Accounting Department, the Lam Family College of Business, and I guess since the President of the University
was present - the entire University. I want to extend my thanks for your organization’s support of our recent Meet the Firms event. It was an amazing event even at 6:25p when I had to bug out for a business dinner meeting. Your support of SFSU and its financial information majors is truly VERY appreciated.”

I attended the first of the quarterly Academic Relations & Advocacy Chair calls last February 4th. These quarterly online meetings are part of HQ Academic Relations’ (AR) 2020 outreach strategy and a way to get input for the 2020 Internal Audit Student Exchange (IASE) event in Orlando, FL on September 18-20. The last IASE had the highest attendance to-date with 110 students, 42 educators, and 31 AR chairs. There were nine countries, and 45 universities represented in the 2019 IASE.

We are offering the Internship Stipend Program this year. Please contact me for details if your company is interested in hiring an intern for summer 2020.

Students enjoy and appreciate the opportunity to meet and talk with professionals and our participation at student events is a great way to promote the internal audit profession to the next generation of auditors. If you are interested to join the ARC or can help on a per event basis, please contact me at rommel@chevron.com Thank you.

Rommel Ventura
Academic Relations Chair

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**Employment Opportunity**

**LORNA HARRIS-FOX, CAMS, CFE**
Senior Audit Leader/VP
Regulatory Recommendations/
Training Coordinator
Inspection Group – Professional Practices
Lorna.Harris-Fox@bankofthewest.com

**Job Description Summary – Sr. Auditor II – IT Audit**

The Inspection Group, as the Bank's periodic control function (i.e., third line of defense), independently assesses the effectiveness of the permanent control function (i.e., first and second lines of defense) to identify, measure, monitor, and control risks. The Senior Auditor II is primarily responsible audit execution on areas of assigned audit responsibilities.
Essential Job Functions

- Demonstrates a strong ability to execute assigned audit procedures accurately, timely, and with minimal supervision.
- Supports the Head of Assignment by assisting with audit scoping, planning, evaluating, and reporting.
- Contributes to the completion of continuous monitoring activities for assigned auditable entities and escalates matters that may impact the timing of the next audit assignments.
- Prepares and updates risk assessments for assigned auditable entities for supervisory review.
- Validates the sufficiency and suitability of business corrective actions to address audit recommendations for supervisory review.
- Exhibits effective written and verbal communication skills with all levels of management.
- Possesses an understanding of audit, risk, compliance, banking, and/or product knowledge.
- Executes audit work in accordance with BNPP Inspection Generale and the Bank of the West Inspection Group policies and procedures.

Other Job Duties

- May be asked to direct the work of more junior staff members on the audit assignments.
- Performs other duties as assigned.

Required Experience

- Requires deep knowledge of job area typically obtained through advanced education combined with experience.
- Typically viewed as a specialist within discipline.
- May have broad knowledge of project management.
- Requires 7 years minimum prior relevant experience.
- Bachelor's Degree applicable and related field; Masters preferred
- Required License(s): CAMS (Certified Anti-Money Laundering Specialists) - In progress; Preferred: CIA, CISA, CPA and/or CRCM

Skills

- Primary focus of role is on day-to-day execution of assigned areas of audit responsibilities and demonstrates the ability to take on additional responsibilities.
- Maintains current on industry developments affected areas of assigned responsibilities.
- Demonstrable strengths in one or more of the following: Bank Audit Activities Banking laws and regulations; region and branch banking operations; asset and liability management; treasury (including derivatives); lending (including evaluation of loan loss reserve, syndication desk, and other real estate owned); expenditures; deposits; PC and telephone banking (including FCC requirements); related systems; etc.
- Enterprise Risk Management Activities Enterprise Risk Management practices for large, complex banking organizations (LCBOs); capital management and planning; stress testing; model risk governance and management; operational risk; financial reporting (including FDIC and state call reporting requirements, GAAP, and SEC requirements); budgeting; cost accounting (including transfer pricing and cost allocation); incentive programs; etc.
- IT Audit Activities Federal Financial Institutions Examination Council (FFIEC) and American National Standards Institute (ANSI) requirements; application development and maintenance; computer operations; technical services; communications; information security (including system access control software, firewalls and encryption); end user computing (including Internet, local and wide area networks, client server technology, and PCs); contingency planning; operating systems (including associated program products); database
structures and access methods; system analysis and design; programming and data extract languages and techniques; etc.

- Technology Support Responsible for providing development and technical support on the key applications for the Inspection Group as well as acting as the primary technology liaison for the Inspection Group with the Bank and BNPP Inspection Generale (IG). The successful candidate will have a solid VBA development background, strong understanding of the Bank’s technical infrastructure, and a desire and aptitude to learn and deploy new technologies; etc.

Job Description Summary – Sr. Auditor II – Operations

The Inspection Group, as the Bank’s periodic control function and the Bank’s third line of defense, independently assesses the effectiveness of the permanent control function (i.e., first and second lines of defense) to identify, measure, monitor, and control risks. The Senior Auditor II is primarily responsible for audit execution on areas of assigned audit responsibilities. This includes understanding, evaluating, and documenting the end to end business unit processes; assessing the design of the related controls; proposing relevant and effective audit test steps; testing the operating effectiveness of the identified key controls; and drafting written findings and recommendations, as necessary.

Essential Job Functions

- Demonstrates a strong ability to execute assigned audit procedures accurately, timely, and with minimal supervision.
- Supports the Head of Assignment by assisting with audit scoping, planning, evaluating, and reporting.
- Contributes to the completion of continuous monitoring activities for assigned auditable entities and escalates matters that may impact the timing of the next audit assignments.
- Prepares and updates risk assessments for assigned auditable entities for supervisory review.
- Validates the sufficiency and suitability of business corrective actions to address audit recommendations for supervisory review.
- Exhibits effective written and verbal communication skills with all levels of management.
- Possesses an understanding of audit, risk, compliance, banking, and/or product knowledge.
- Executes audit work in accordance with BNPP Inspection Generale and the Bank of the West Inspection Group policies and procedures.

Other Job Duties

- May be asked to direct the work of more junior staff members on the audit assignments.
- Performs other duties as assigned

Required Experience

- Requires deep knowledge of job area typically obtained through advanced education combined with experience.
- Typically viewed as a specialist within discipline.
- May have broad knowledge of project management.
- Requires 7-10 years minimum prior relevant experience in Audit and/or Risk Management

Education

- Bachelor's Degree applicable and related field; Masters preferred
- Licenses/Certifications: CIA, CISA, CAMS, CRCM, CPA (Preferred)

Skills

- Primary focus of role is on day-to-day execution of assigned areas of audit responsibilities and demonstrates the ability to take on additional responsibilities.
- Maintains current on industry developments affected areas of assigned responsibilities.
- Demonstrable strengths in one or more of the following: Bank Audit Activities Banking laws and regulations; region and
branch banking operations; asset and liability management; treasury (including derivatives); lending (including evaluation of loan loss reserve, syndication desk, and other real estate owned); expenditures; deposits; PC and telephone banking (including FCC requirements); related systems; etc.

**Job Description Summary – Sr. Auditor II – Compliance**

The Inspection Group, as the Bank's periodic control function (i.e., third line of defense), independently assesses the effectiveness of the permanent control function (i.e., first and second lines of defense) to identify, measure, monitor, and control risks. The Senior Auditor II is primarily responsible audit execution on areas of assigned audit responsibilities.

A primary focus for this position will be to contribute to the audit execution covering the end-to-end processes of auditable entities within Compliance, Retail, Wealth, Finance and Operations with a focus on Regulatory Compliance (non-BSA/AML/OFAC/Sanctions). The individual will work closely with audit assignment team members to complete each phase of the audit. This will entail documenting walk-throughs of in-scope processes; assessing the sufficiency and suitability of controls to mitigate the risks; developing audit procedures; testing the operating effectiveness and sustainability of controls; and drafting findings and associated recommendations to address the identified gaps in the control environment. The individual will have regular interactions with team members, process / control owners, and management of business units. The Senior Auditor will be reporting to a Senior Audit Manager of Compliance, Retail, Wealth, Finance and Operations.

**Essential Job Functions**
- Demonstrates a strong ability to execute assigned audit procedures accurately, timely, and with minimal supervision.
- Supports the Head of Assignment by assisting with audit scoping, planning, evaluating, and reporting.
- Contributes to the completion of continuous monitoring activities for assigned auditable entities and escalates matters that may impact the timing of the next audit assignments.
- Prepares and updates risk assessments for assigned auditable entities for supervisory review.
- Validates the sufficiency and suitability of business corrective actions to address audit recommendations for supervisory review.
- Exhibits effective written and verbal communication skills with all levels of management.
- Possesses an understanding of audit, risk, compliance, banking, and/or product knowledge.
- Executes audit work in accordance with BNPP Inspection Generale and the Bank of the West Inspection Group policies and procedures.

**Other Job Duties**
- May be asked to direct the work of more junior staff members on the audit assignments.
- Performs other duties as assigned.

**Required Experience**
- Requires deep knowledge of job area typically obtained through advanced education combined with experience.
- Typically viewed as a specialist within discipline.
- May have broad knowledge of project management.
- Requires 7 years minimum prior relevant experience.

**Education**
- Bachelor's Degree applicable and related field

**Skills**
- Primary focus of role is on day-to-day execution of assigned areas of audit responsibilities and demonstrates the ability to take on additional responsibilities.
- Maintains current on industry developments affected areas of assigned responsibilities.
- Demonstrable strengths in the following: Banking laws and regulations (non BSA/AML/OFAC/Sanctions)
Job Description Summary – Sr. Audit Leader – Wealth Management/Trust

The Inspection Group, as the Bank’s periodic control function (i.e., third line of defense), independently assesses the effectiveness of the permanent control function (i.e., first and second lines of defense) to identify, measure, monitor, and control risks. A primary focus for this position will be to contribute or to lead the audit execution covering the end-to-end processes of auditable entities within Compliance, Retail, Wealth, Finance and Operations with a focus on Wealth Management/Trust. The individual will work closely with audit assignment team members to complete each phase of the audit as well as have regular interactions with process and control owners and management of business units to effectively communicate audit results. The individual will validate the sufficiency and suitability of business corrective actions to address audit recommendations or complete 2nd level of supervisory review over audit recommendation closure over non-complex findings. In addition, the individual will prepare, update, or review risk assessments for assigned auditable entities. The Senior Audit Leader will be reporting to the Senior Audit Manager of Compliance, Retail, Wealth, Finance and Operations.

Essential Job Functions

1. Develops and leads the execution of a risk-based audit approach covering auditable entities within the Compliance, Retail, Wealth, Finance and Operations with a focus on Wealth Management/Trust.
2. Contributes to the completion of continuous monitoring activities for assigned auditable entities and escalates matters that may impact the timing of the next audit assignments.
3. Prepares and updates risk assessments for assigned auditable entities for supervisory review.
4. Validates the sufficiency and suitability of business corrective actions to address audit recommendations for supervisory review.
5. Possesses a strong understanding of audit, risk, compliance, banking, and/or product knowledge.
6. Executes audit work in accordance with BNPP Inspection Generale and the Bank of the West Inspection Group policies and procedures.
7. Strong written and verbal communication skills with an ability to influence.
8. Reviews the suitability and sufficiency of management remediation plans and key points for closure.
9. Performs other duties as assigned.

Required Experience

- Requires 10 years minimum prior relevant experience.
- Requires mastery level knowledge of audit and Wealth Management/Trust administration and operations typically obtained through advanced education combined with experience. May have deep knowledge of project management.
- Primary focus of role is on day-to-day deliverables, developing solutions based upon subject expertise, and occasionally representing the department at a broader level.
- Maintains current on industry developments affected areas of assigned responsibilities.

Education

- Bachelor's Degree applicable and related field; masters preferred.
- Required License(s) or Certifications in CFIRS (Certified Fiduciary Investment and Risk Specialists), CIA, CISA, CPA, CAMS, and/or CRCM - Preferred

Skills

- Primary focus of role is on day-to-day deliverables, developing solutions based upon subject expertise, and occasionally representing the department at a broader level.
- Maintains current on industry developments affected areas of assigned responsibilities.
- Demonstrable strengths in one or more of the following:
• Enterprise Risk Management Activities.
• Enterprise Risk Management practices for large, complex banking organizations (LCBOs); capital management and planning; stress testing; model risk governance and management; operational risk; financial reporting (including FDIC and state call reporting requirements, GAAP, and SEC requirements); budgeting; cost accounting (including transfer pricing and cost allocation); incentive programs; etc.
• Trust Audit Activities.
• Common law and trust regulations; account administration (including ERISA requirements); operations; investment management; mutual funds (including SEC requirements); real estate; trust tax; financial reporting (including FDIC and state call reporting requirements, GAAP, and SEC requirements); related systems; etc.

Job Description Summary – Sr. Auditor II – BSA/AML & Sanctions

The Inspection Group, as the Bank’s periodic control function (i.e., third line of defense), independently assesses the effectiveness of the permanent control function (i.e., first and second lines of defense) to identify, measure, monitor, and control risks. The Senior Auditor II is primarily responsible audit execution on areas of assigned audit responsibilities.

A primary focus for this position will be to contribute to the audit execution covering the end-to-end processes of auditable entities within Compliance, Retail, Wealth, Finance and Operations with a focus on Regulatory Compliance (non-BSA/AML/OFAC/Sanctions). The individual will work closely with audit assignment team members to complete each phase of the audit. This will entail documenting walk-throughs of in-scope processes; assessing the sufficiency and suitability of controls to mitigate the risks; developing audit procedures; testing the operating effectiveness and sustainability of controls; and drafting findings and associated recommendations to address the identified gaps in the control environment. The individual will have regular interactions with team members, process / control owners, and management of business units. The Senior Auditor will be reporting to a Senior Audit Manager of Compliance, Retail, Wealth, Finance and Operations.

Essential Job Functions
• Demonstrates a strong ability to execute assigned audit procedures accurately, timely, and with minimal supervision.
• Supports the Head of Assignment by assisting with audit scoping, planning, evaluating, and reporting.
• Contributes to the completion of continuous monitoring activities for assigned auditable entities and escalates matters that may impact the timing of the next audit assignments.
• Prepares and updates risk assessments for assigned auditable entities for supervisory review.
• Validates the sufficiency and suitability of business corrective actions to address audit recommendations for supervisory review.
• Exhibits effective written and verbal communication skills with all levels of management.
• Possesses an understanding of audit, risk, compliance, banking, and/or product knowledge.
• Executes audit work in accordance with BNPP Inspection Generale and the Bank of the West Inspection Group policies and procedures.

Other Job Duties
• May be asked to direct the work of more junior staff members on the audit assignments.
• Performs other duties as assigned.

Required Experience
• Requires 4+ years minimum prior functional/professional experience in BSA/AML administration and operations.
• Requires deep knowledge of job area typically obtained through advanced education combined with experience.
• Typically viewed as a specialist within discipline.
• May have broad knowledge of project management.
Education

- Bachelor's Degree applicable and related field

Licenses/Certifications:

- CAMS (Certified Anti-Money Laundering Specialists) - in progress; preferred: CIA, CISA, CPA, and/or CRCM

Skills

- Primary focus of role is on day-to-day execution of assigned areas of audit responsibilities and demonstrates the ability to take on additional responsibilities.
- Maintains current on industry developments affected areas of assigned responsibilities.
- Demonstrable strengths in one or more of the following: Bank Audit Activities Banking laws and regulations; region and branch banking operations; asset and liability management; treasury (including derivatives); lending (including evaluation of loan loss reserve, syndication desk, and other real estate owned); expenditures; deposits; PC and telephone banking (including FCC requirements); related systems; etc.
- Enterprise Risk Management Activities Enterprise Risk Management practices for large, complex banking organizations (LCBOs); capital management and planning; stress testing; model risk governance and management; operational risk; financial reporting (including FDIC and state call reporting requirements, GAAP, and SEC requirements); budgeting; cost accounting (including transfer pricing and cost allocation); incentive programs; etc.
- Trust Audit Activities Common law and trust regulations; account administration (including ERISA requirements); operations; investment management; mutual funds (including SEC requirements); real estate; trust tax; financial reporting (including FDIC and state call reporting requirements, GAAP, and SEC requirements); related systems; etc.

Please send your announcements, articles, employment advertising and other information to the editor, Phillip Poma at: phillip.poma@csaa.com

Visit the NCEB Chapter Website by scanning the QR code below with your smartphone!
## 2019-2020 NCEB Board & Committees

### Officers

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
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<td>VP of Seminars</td>
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</tbody>
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### Term Governors

**Expiring in 2020**
- Ruth Powell
- Theresa Nidetz
- Paul Schafer
- Paul Becker

**Expiring in 2021**
- Ahmed Tantawy
- Brenda Roberts
- Nancy Yuen

**Expiring in 2022**
- William Warner
- Vin Taneja
- Tracy West

### Past Presidents

- John Driscoll
- Mushtari Nagpurwala

### Committee Chairs & Subcommittee Members

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email Address</th>
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<tbody>
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<td><strong>District Representative</strong></td>
<td>Paul Becker</td>
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