

National Initiative for Cybersecurity Education (NICE) Community Coordinating Council Community of Interest Charter Cybersecurity Career Ambassador

1. Description

This Community of Interest is a forum for employers, industry representatives, labor and workforce development organizations, program sponsors, faith-based communities, educators, government agencies such as state, local, tribal, and territorial entities, non-profit and community-based organizations, and other stakeholders who are interested in sharing and learning how to best promote cybersecurity career awareness, exploration, and development to expand and diversify the cybersecurity workforce.

2. Goals and Objectives

This forum provides a mechanism by which public and private sector participants can:

- develop concepts, design strategies, and pursue actions that advance cybersecurity career awareness, exploration, and development to expand and diversify the cybersecurity workforce.
- exchange ideas among interested stakeholders to promote cybersecurity career opportunities
- converse on cybersecurity career awareness, exploration, and development aspects of current, emerging, and at times novel paradigms, frameworks, and standards through an open process for multiple stakeholders to provide input to coordinate, revise, accelerate, and harmonize the Cybersecurity Career Ambassador Program
- foster activities for advancing the Cybersecurity Career Ambassador Program and highlight strategies that address the goals of the NICE Strategic Plan and NICE Career Discovery Implementation Plan.

3. Organization and Operation

The following sections describe the Cybersecurity Career Ambassador Community of Interest structure, membership functions, meeting times and locations, and new member acceptance.

3.1 Structure

The Cybersecurity Career Ambassador Community of Interest is a constituent or topical group within the NICE Community Coordinating Council.

The Cybersecurity Career Ambassador Community of Interest group is made up of co-chairs, an executive secretary, project team leads, project teams, and members. Co-chairs will serve two-year terms with a possibility of renewal for an additional two years. The Cybersecurity Career Ambassador Community of Interest group membership is open to all stakeholders with an interest in sharing and learning how to best promote cybersecurity career awareness and exploration to expand and diversify the cybersecurity workforce. Members may join or leave the community at any time.

3.2 Membership Functions

3.2.1 *NICE Cybersecurity Career Ambassador Cybersecurity Education Community of Interest Co-Chairs*

The Cybersecurity Career Ambassador Community of Interest Co-Chair role entails providing the leadership, stewardship, and oversight of the interest group, to help the community achieve its mission.

The Cybersecurity Career Ambassador Community of Interest Co-Chairs have the following responsibilities:

- a. Advocate for and advance the mission of the NICE Community Coordinating Council and NICE Strategic Plan.
- b. Ensure communication between the NICE Community Coordinating Council, NICE staff, NICE working groups, NICE communities of interest, and Cybersecurity Career Ambassador community of interest project teams.
- c. Stay informed on issues relevant to the Cybersecurity Career Ambassador Community of Interest (e.g., career awareness and advocacy strategies, resources, and programs, cybersecurity career messaging and workforce trends, relevant training, research, and promotion opportunities).
- d. Ensure community representation is incorporated into the work of the Cybersecurity Career Ambassador Community of Interest.
- e. Maintain the integrity and trust of the community, assuring that contributors are able to effectively participate and that all voices are being heard.
- f. Provide thought leadership to help divergent participants, organizations, and perspectives come together, seeking a consensus whenever possible, on effective work products that advance the mission consistent with the Cybersecurity Career Ambassador Community of Interest charter.
- g. Facilitate meetings of the Community of Interest, including providing input, developing, and reviewing agendas and minutes, and presiding over Cybersecurity Career Ambassador Community of Interest group monthly meetings. The NICE liaison may be designated to preside over meetings during the absence of the appointed Co-Chairs.
- h. Ensure coordination and communication with the NICE liaison.
- i. Determine how Co-Chair responsibilities shall be shared between Co-Chairs.
- j. Support all attendees' adherence to respectful engagement at all times; encourage and provide opportunities for all attendees to participate.

- k. Support completion of requested tasks towards the development of the NICE Community Coordinating Council and Cybersecurity Career Ambassador Community of Interest deliverables.
- l. Create deliverables that are aligned with NICE Strategic Plan or in response to NICE Community Coordinating Council requests or, when necessary, refer them to another appropriate working group, community of interest, or project team.
- m. In consultation with the NICE Community Coordinating Council Co-Chairs, review, deliberate on, and revise or adopt any recommendations of working groups and communities of interest prior to forwarding or presenting to the full NICE Community Coordinating Council membership.

3.2.2 NICE Cybersecurity Career Ambassador Community of Interest Executive Secretary

The Cybersecurity Career Ambassador Community of Interest Executive Secretary supports the Co-Chairs in ensuring the smooth functioning of the Cybersecurity Career Ambassador Community of Interest.

- a. Advocate for and advance the mission of the NICE Community Coordinating Council and NICE Strategic Plan.
- b. Stay informed on issues relevant to the Cybersecurity Career Ambassador Community of Interest (e.g., career awareness and advocacy strategies, resources, and programs, cybersecurity career messaging and workforce trends, relevant training, research, and promotion opportunities).
- c. Promote community representation into the work of the Cybersecurity Career Ambassador Community of Interest.
- d. Maintain the integrity and trust of the community, assuring that contributors are able to effectively participate and that all voices are being heard.
- e. Provide input in developing and reviewing agendas and minutes.
- f. Ensure that the notice of the meeting is given, that suitable accommodation is arranged and confirmed, and that the agenda is prepared.
- g. Ensure the circulation of any papers to be discussed at the upcoming meeting and a copy of the agenda to all members.
- h. Ensure coordination and communication with Cybersecurity Career Ambassador Community of Interest Co-Chairs and NICE liaison.
- i. Support all attendees' adherence to respectful engagement at all times; encourage and provide opportunity for all attendees to participate
- j. Make notes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out.
- k. Support administrative activities to support the needs of the Cybersecurity Career Ambassador Community of Interest.
- l. Track the schedules and agendas for all related Community of Interest meetings, noting any coordination needed.
- m. Tracks and ensures follow-up on action items.

3.2.3 NICE Cybersecurity Career Ambassador Community of Interest Members

Cybersecurity Career Ambassador Community of Interest members have the following responsibilities:

- a. Complete requested tasks towards the goals of the Cybersecurity Career Ambassador Community of Interest
- b. Attend and actively participate in Cybersecurity Career Ambassador Community of Interest meetings as necessary
- c. Contribute input to Cybersecurity Career Ambassador Community of Interest project(s)
- d. Serve as Subject Matter Experts to the Cybersecurity Career Ambassador Community of Interest co-chairs

3.2.4 NICE Cybersecurity Career Ambassador Community of Interest Project Team Leads

Cybersecurity Career Ambassador Community of Interest Project Team Leads have the following responsibilities:

- a. Complete requested tasks towards the development of the NICE Cybersecurity Career Ambassador Community of Interest project plans, timelines, and deliverables
- b. Facilitate NICE Cybersecurity Career Ambassador Project meetings as necessary for providing direction and leadership for project timelines and deliverables
- c. Attend and actively participate in meetings of the Cybersecurity Career Ambassador Community of Interest
- d. Review and provide comments on deliverables prepared by project team members or presented to the Cybersecurity Career Ambassador Community of Interest
- e. Provide project status updates, obtain input, or present final results to the Cybersecurity Career Ambassador Community of Interest
- f. Participate in presentation of recommendations to NICE Community Coordinating Council when invited

3.3 Meeting Times and Locations

This group will determine the most appropriate day and time monthly that best meets the members' schedule. Meeting details will be provided in advance of the meeting date.

3.4 New Member Acceptance Process

To join this group, email NICEAmbassadorProgram+subscribe@list.nist.gov with the subject line: "NICE Ambassador COI Subscribe", and with your full name and email address in the body of the message.

NICE Cybersecurity Career Ambassador
Community of Interest
Meeting Agenda TEMPLATE

Date and Time (ET)

Platform Link and access Code + Phone option

Click [here](#) to view the Cybersecurity Career Ambassador Community of Interest Website

NICE Strategic Plan: <https://www.nist.gov/itl/applied-cybersecurity/nice/about/strategic-plan>

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PREVIOUS Cybersecurity Career Ambassador Program Project Plan under the Career Discovery Working Group

[https://www.nist.gov/system/files/documents/2023/08/31/NICE%20Careers Project%20Charter a mbassadorProgram.pdf](https://www.nist.gov/system/files/documents/2023/08/31/NICE%20Careers%20Project%20Charter%20mbassadorProgram.pdf)

QUICK LINKS:

Listserv: <https://list.nist.gov/NICEAmbassadorProgram>

Google Groups: <https://groups.google.com/a/list.nist.gov/g/NICEAmbassadorProgram>

Google Docs Shared Folder:

https://drive.google.com/drive/folders/17Q20v4lvDPxrVIIhEW05gAK_owC9njVv

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- I. Opening Remarks
 - II. Roll Call & Ground Rules
 - III. Community Environmental Scan
 - IV. Presentation/s
 - V. Old Business/Action Items
 - VI. Project Team Updates/ Project Progress Reports
 - VII. Summary of Action Items
 - VIII. Next Meeting Reminder
 - IX. Adjournment

October 20, 2023,

**2023 Cybersecurity Career Ambassador
COMMUNITY OF INTEREST/EVENTS SCHEDULE**

(As of X/XX/2023)

Countdown for remainder of year, noting any changes in schedule

Month, date, year day of week

All meetings will be held through [insert platform] unless otherwise indicated.

Time	Task	Resource	Outcomes	Action Items