Federal Information Security Educators (FISSEA)
March 2023 Charter

I. Introduction: Federal Information Security Educators (FISSEA), founded in 1987, is an organization run by and for Federal government information security professionals to assist Federal agencies in strengthening their employee cybersecurity awareness and training programs. The National Institute of Standards and Technology (NIST) has been designated as the lead for FISSEA.

II. Purpose of the Federal Information Security Educators (FISSEA):
   a. Elevate the general level of information security knowledge for the federal government and federally related workforce.
   b. Serve as a professional forum for the exchange of information and improvement of information systems security awareness and training programs throughout the federal government.
   c. Provide for the professional development of community members.

III. Organizational Structure
   a. Leadership
        i. Volunteer Chair(s) from Government
       ii. NIST FISSEA Lead
   b. Organizing Committee
        i. FISSEA Chair(s)
       ii. NIST Staff
            • FISSEA Lead
            • FISSEA Administrative Coordinator
            • Marketing, Communications, and Event Support
   c. Planning Committee
        i. Organizing Committee
       ii. General Members - Volunteers from Academia, Industry, and Government
      iii. FISSEA Contest Lead
       iv. FISSEA Innovator Award Lead

d. Terms of Leadership
   i. FISSEA Chair(s): 2 year terms with a possibility of renewal for an additional 2 years. Terms will be staggered with other co-chairs, if applicable.
   ii. FISSEA Contest and Innovator Award Leads: 2 year terms with a possibility of renewal for an additional 2 years.

IV. Operation
   a. Frequency of Meetings
      i. Organizing Committee – monthly
      ii. Planning Committee – monthly
   b. Agenda and Minutes
      i. Agendas – available 1 week in advance of meeting
      ii. Minutes – available within 1 week after meeting
   c. Communication and Collaboration Platforms
      i. Email Lists - Google Groups will be used
         • Members of the public may subscribe to receive announcements from FISSEA using the FISSEAUpdates Google Group.
         • FISSEA Planning Committee members will have access to the Planning Committee Google Group.
      ii. Meeting Collaboration Platform
         • Microsoft Teams will be used for virtual meetings. Microsoft Teams support videos are here.
      iii. Public Website
         • Information about FISSEA, events, contests and other news is published at nist.gov/fissea

V. Roles and Responsibilities
   a. FISSEA Chair(s)
      i. Oversee FISSEA operations to ensure continuation of activities
      ii. Provide strategic direction in alignment with FISSEA's mission and purpose
      iii. Liaison to NIST management for divisional support and resources
      iv. Serve as the emcee for FISSEA events
      v. Manage the Planning Committee and facilitate meetings. This includes, but is not limited to:
         • Coordinating the selection of event themes
         • Coordinating event agendas
         • Coordinating the selection of event speakers
      vi. Provide suggestions to build and improve FISSEA
   b. FISSEA Lead
      i. Provide input to the strategic direction of FISSEA
      ii. Approve budget and monetary resources for events
      iii. Provide NIST welcome during conferences (as needed)
      iv. Help promote FISSEA (as applicable) to other federal agencies
   c. FISSEA Coordinator

      i.   Support the FISSEA Chair(s) as needed
     ii.   Manage Organizing and Planning Committee meeting invites
    iii.   Coordinate Organizing and Planning Committee meeting agendas and minutes
    iv.   Coordinate with NIST communications, marketing, and event support staff
     v.   Manage FISSEA email lists
    vi.   Manage the FISSEA email box
   vii.   Provide suggestions to build and improve FISSEA

d. FISSEA Contest Lead
      i.   Coordinate the FISSEA Contest call for nominations
     ii.   Review Contest nominations and select contest winners

e. FISSEA Innovator Award Lead
      i.   Coordinate the FISSEA Innovator Award call for nominations
     ii.   Review Award nominations and select award winners

f. FISSEA Planning Committee Members
      i.   Support FISSEA event planning
- Help develop event themes and topics
- Provide speaker suggestions
- Help select final keynote speakers and session presenters
- Help promote and market events

     ii.   Provide suggestions to build and improve FISSEA

Federal Information Security Educators (FISSEA)
Planning Committee Monthly Meeting Agenda
Draft Template

Shared Folder | Website | Fisseacommittee@list.nist.gov |

I.   Roll Call

II.   FISSEA Conference Planning

III.   FISSEA Forum Planning

IV.   Review Timeline and Milestones

V.   Open Discussion

VI.   Next Meeting Reminder