



NICE Cyber Careers Community of Interest Charter

1. Description

The NICE Cyber Careers Community of Interest (COI) is a forum for cyber workforce stakeholders to network, engage in conversations, and share information about cyber career challenges and opportunities. This community is open to the public: individuals from private sector companies and industry representatives, educators and training organizations, government agencies — including state, local, tribal, and territorial entities — non-profit and community-based organizations and other stakeholders. Discussions held by the community may inform NICE program projects and activities.

2. Goals and Objectives

The Cyber Careers COI provides a forum for public and private sector participants to:

- Discuss and design strategies and actions that advance cyber career discovery and exploration, and development
- Exchange ideas and resources that promote cyber career opportunities
- Converse on challenges affecting cyber careers, including education and training for careers, hiring and recruitment, career pathways and planning
- Explore current, emerging, and at times novel cyber career paradigms, frameworks, and standards

3. Organization and Operation

The following sections describe the Cyber Careers COI structure, membership functions, meeting times and locations, and new member acceptance process.

3.1 Leadership and Membership

The Cyber Careers COI is led by community Co-Chairs and supported by a NICE staff liaison. The NICE Community Coordinating Council provides oversight to the COI.

Membership in the Cyber Careers COI is open to all individuals. Participants may join or leave the

COI at any time. To join this group, email NICECyberCareers+subscribe@list.nist.gov with the subject line: “NICE Cyber Careers COI Subscribe”, and with your full name and email address in the body of the message.

3.2 Co-Chair Terms and Responsibilities

COI Co-Chairs provide community leadership, stewardship, and oversight. Co-Chairs serve two-year terms with a possibility of renewal for an additional two years; terms may be staggered. COI Co-Chairs are supported by and coordinate with a NICE staff liaison to help ensure responsibilities are met.

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. Participate in the NICE Community Coordinating Council Leadership Team, including attending bi-annual meetings. Note that the leadership team meets in person at the NICE Annual Conference and Expo; in person attendance is highly encouraged but not required. In consultation with the leadership team, COI Co-Chairs may review, deliberate on, suggest revisions to, or adopt NICE Community Coordinating Council recommendations brought to that team for consideration.
- c. Coordinate and communicate with the NICE Community Coordinating Council, the NICE Program Office, and other NICE Communities of Interest where appropriate. This may include speaking at or identifying speakers for Community Coordinating Council meetings, identifying opportunities to engage on related topics with other NICE COIs, and providing input and identifying subject matter expert stakeholders for NICE Project Teams.
- d. Co-Chairs may meet separately to plan meetings and coordinate leadership, including determining how responsibilities shall be shared between Co-Chairs.
- e. Work with the NICE staff liaison to ensure community representation in relevant NICE projects, events, and publications.
- f. Maintain the integrity and trust of the community, support COI members' adherence to respectful engagement at all times; encourage and provide opportunities for all attendees to participate. Work with the NICE staff Liaison to ensure that the community is active and that community metrics are gathered and reported on to the Community Coordinating Council leadership team.
- g. Provide thought leadership on issues relevant to the COI and actively solicit broad engagement in the COI to represent various organizations and perspectives.
- h. Plan and facilitate monthly online meetings of the Community of Interest, if applicable. This includes gathering community input on meeting agendas, planning and developing meeting agendas, inviting and confirming speakers, and presiding over and facilitating conversation during meetings. Identified community members or the NICE staff liaison may be designated to preside over meetings during the absence of the appointed Co-Chairs.
- i. Coordinate with the NICE staff liaison to plan in-person meetings at the NICE Annual Conference and Expo, if applicable.

3.3 Meeting Times and Locations (Optional)

COIs may meet as needed and if there is interest by COI Co-Chairs and members. If meetings are established, announcements for meetings and associated calendar invites will be sent to members using the group's mailing list email address (via Google Groups). All meetings will be held via Microsoft Teams unless otherwise indicated. If you are new to Microsoft Teams, [here](#) are some support training videos.