NIST Small Business Community of Interest Charter: SMB Owners and Operators

1. **Purpose**

This Community of Interest is a forum designed for owners and operators of small to medium-sized business (SMB) entities. By forming a COI sub-group dedicated specifically to small businesses owners and operators, NIST hopes to help create an engaging way for smaller companies to communicate their cybersecurity needs, share challenges, and discuss pressing issues directly with NIST. This group will also be an opportunity for owners and operators to contribute directly to NIST's work by participating in consensus-driven efforts the sub-group deems worthy of exploration.

2. **Goals and Objectives**
   This Community of Interest serves as a forum in which public and private sector participants can:
   - exchange ideas and resources among interested stakeholders to promote cybersecurity guidance and practices that advance cybersecurity knowledge, skills, and competencies to grow and sustain a thriving business.
   - generate discussion around common cybersecurity and privacy challenges/needs the SMB community faces.
   - provide a venue for SMB owners and operators to share direct input to NIST SMB resources and efforts as they are being developed.
   - work collaboratively with other owners/operators and NIST to develop new SMB cybersecurity resources as deemed necessary and relevant by this group.

3. **Organization and Operation**
   The following sections describe the Community of Interest structure, membership functions, meeting times and locations, and new member acceptance.

   3.1 Structure
   Communities of Interest are constituent or topical groups that are designated, reviewed, and renewed annually by NIST. Communities of Interest are intended to be open forums to discuss topics and share resources. Communities of Interest may choose to meet regularly or simply collaborate via collaboration tools provided by NIST. Communities of Interest do not have a defined lifecycle but will operate as long as there is a need and interest for the group.

   3.2 Membership Functions

   > 3.2.1 Community of Interest Co-Chairs.
   > Communities of Interest may operate with or without Co-Chairs. If the Community of Interest has Co-Chair leadership, Co-Chairs will serve 1-year terms with a possibility of renewal for an additional 1 year. There is a maximum of two non-NIST co-chairs per year. Terms will be staggered with other co-chairs. A NIST staff member will co-lead the Community of Interest. Community of Interest Co-Chairs have the following responsibilities:
   > a. Complete requested tasks towards the development of the COI deliverables.

b. Attend and actively participate in quarterly meetings.

c. Provide input on meeting agendas and minutes (see appendix A).

d. Co-lead Community of Interest meetings.

e. Engage in discussion with members in the Community of Interest listserv.

h. Abide by the mailing list etiquette (see appendix B).

3.2.2 Community of Interest Members

Community of Interest members have the following responsibilities:

a. Complete requested tasks towards the goals of the Communities of Interest.

b. Attend and actively participate in group meetings as necessary.

c. Contribute input to group project(s).

d. Serve as Subject Matter Experts to the group co-chairs.

e. Abide by the mailing list etiquette (see appendix B).

3.3 Meeting Times and Locations

This group meets quarterly.

Meeting details will be provided in advance of the meeting date. WebEx will be used for virtual meetings.

3.4 New Member Acceptance Process

To join this Community of Interest, email NIST-SMB-Owners+subscribe@list.nist.gov

Appendix A

<div align="center">

NIST SMB Community of Interest Subgroup: SMB Owners/Operators
Meeting Agenda
Date:
Time:

</div>

WebEx Meeting Information:

Group Email: NIST-SMB-Owners@list.nist.gov

I.	**Introductions & Opening Statements**
II.	Roll Call & Ground Rules
III.	**Review of Recently Completed Projects/Status Update**
IV.	**New Business**
V.	**Upcoming Events & General Announcements**
VI.	**Action Item Review**
VII.	**Next Meeting Reminders**
VIII.	**Closing**

Upcoming Dates

Appendix B

NIST SMB Community of Interest Group List Etiquette

- **NIST moderates the mailing lists.** NIST reserves the right to review, approve, or delete any messages.
- Mailing lists are not to be used for promotional announcements, advertising, product-related press releases, or other commercial use.
- Do not send messages that contain abusive or vulgar content, spam, hate speech, personal attacks, or similar content.
- The mailing lists are for discussion related to small business-related activities. Files should not be distributed on the mailing lists; rather, they should be posted on available collaboration site(s) and a link shared via the mailing list.
- NIST reserves the right to remove participants from the mailing lists for failure to adhere to these rules.

Google Group Expectations for Use:

- **The NIST SMB Community of Interest sub-group listservs are unmoderated**. Messages will post automatically when sent. Please be considerate when using listserv, remember to only send messaging that contains information the group can benefit from. Individual member moderation settings may be subject to change.
- Please only include substantive content that relates to the goals of the group, such as discussions related to developing situations.
- The NIST SMB Community of Interest sub-group mailing lists are not intended for promotional announcements, advertising, product-related press releases, or other commercial use.
- Include a signature tag on all messages. Include your name, affiliation, location, and email address.
- State concisely and clearly the topic of the comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Only send a message to the entire list when it contains information that everyone can benefit from. Do not send or forward subscribe/unsubscribe information.
- Send messages such as "thanks for the information" or "me too" to individuals – not to the entire list. Do this by using your email application's forwarding option and typing in or cutting and pasting in the email address of the individual to whom you want to respond.
- Do not send administrative messages such as "remove me from the list" through the listserv. Instead, use the web interface to change your setting or remove yourself from a list. If you are changing email addresses, you do not need to remove yourself from the list and rejoin under your new email address. Simply change your settings. Should you have any questions, please smallbizsecurity@nist.gov.
- To unsubscribe from this group and stop receiving emails from it, send an email to smallbizsecurity@nist.gov.

- To change subscription settings: Visit groups.google.com and select the group you are in and then click on "my membership settings".
- The listservs are principally for discussion related to NIST SMB Community of Interest sub-group related activities. Files should not be distributed on the listserv, rather they should be posted on the available collaboration site(s) and a link shared via listserv.