

HEISC Working Group Membership Guidelines

The Higher Education Information Security Council (HEISC) working groups are communities of volunteers who work together to provide resources and thought leadership around information security and privacy topics in higher education. These guidelines are intended to help cultivate an active and engaged membership and ensure that both the working group participants and the higher education community they serve derive value from all HEISC working group projects and interactions.

From the HEISC Charter:

- HEISC is a volunteer effort open to all information security, privacy, and other IT professionals in higher education. Volunteers include chief information security officers, chief information officers, chief privacy officers, and other security or privacy professionals and practitioners in the higher education community.
- Chairs serve two- or three-year terms.
- Members serve two- or three-year terms, with the option to renew membership at the end of a term.
- Yearly outputs vary based on HEISC strategic priorities.

Working Group Membership Guidelines:

- Each working group member should contribute to at least one project per year. Opportunities include contributing to new projects or deliverables; participating in smaller project teams or collaborations between HEISC and EDUCAUSE initiatives such as IT GRC, Enterprise IT, ECAR, and other working groups; reviewing existing toolkits or content in the *Information Security Guide*; writing guest blogs or articles; and others.
- Members are expected to attend the monthly working group conference calls and actively participate in the phone conversations. Members should try to send regrets if a conflict arises.
- Members are expected to actively contribute to the working group's LISTSERV discussions and requests to review content between the monthly calls.
- Members are invited to meet informally with their working group colleagues at the annual Security Professionals Conference in the spring and/or the EDUCAUSE Annual Conference in the fall. These informal meetings are optional.
- Working group co-chairs and EDUCAUSE staff liaisons track call participation and may follow up with a member who has not participated consistently over a 6–12 month period. If circumstances have prevented a member from participating for a long period of time, the volunteer is typically encouraged to continue participation if their current schedule allows.
- Members are invited to share feedback about working group membership, deliverables, monthly phone discussions, or other concerns with working group co-chairs and/or EDUCAUSE staff liaisons.
- **Note:** Special Advisors to the group (e.g., ex-officio members, subject-matter experts, former co-chairs) may be invited to participate in meetings and projects by EDUCAUSE staff liaisons and the working group's co-chairs. These members are exempted from the recommendation to participate in a specific number of initiatives each year.