

NomCom Executive Assistant Statement of Work

I. Background

The Nominating Committee seeks to create an Executive Assistant position. The Nominating Committee or, as it is typically known, the NomCom, exists to review each open IESG, IAB, and IAOC position and to nominate a candidate for each. The NomCom is comprised of at least one chair, 10 voting volunteers, 2-3 liaisons, and an advisor. The NomCom Chair is appointed between the first and second meetings of the year, and the new NomCom officially begins its work once the selected volunteers are seated following the volunteer solicitation, random selection and community review time periods.

The Executive Assistant will be the primary assistant of the NomCom Chair and in the day-to-day management and operation of the committee during its period of activity, approximately six months, averaging ten hours a week.

II. Executive Assistant Position

A. Administrative Responsibilities

1. The Executive Assistant must maintain a rough state of the full scope of NomCom activities in order to:

- a. Drive meeting agendas,
- b. Complete recurring events on time (e.g. personnel appointments), and
- c. Progress NomCom work items.

2. Other duties include:

- a. Coordinating the NomCom meeting schedule
- b. Constructing meeting agendas
- c. Assisting in running meetings
- d. Capturing notes and action items
- e. Producing and posting public minutes once they are approved by the Committee
- f. Documenting NomCom processes and background material on the internal wiki in order to capture the organizational history as committee members turnover.
- g. Taking on specific projects or tasks for the board, such as drafting correspondence or assisting with the updating / upgrading of infrastructure components (e.g. website redesign).
- h. As need is determined by the Chair or Executive Director, provide support for designated tasks.

3. The Executive Assistant also handles various NomCom logistics and elements of the NomCom information flow, such as:

- a. Managing mailing lists
- b. Running polls
- c. Building and maintaining the internal wiki.

B. IETF Meeting Weeks

1. The week of each IETF meeting is busy for the NomCom Chair, and consequently for the Executive Assistant. The NomCom has numerous meetings during IETF, and the Executive Assistant assists with planning and logistics for many of these. For this reason the Executive Assistant's participation at IETF meetings is quite important, usually beginning the Saturday before the meeting and lasting through Friday evening.

C. Operational Structure

1. The Executive Assistant reports to the NomCom Chair in the performance of his/her responsibilities.

2. The IAOC will define the approach to fill the Executive Assistant position that meets the requirements defined in this SOW.

E. Travel

1. The Exec Assistant is expected to attend the three (3) IETF meetings per year, plus such other meetings as the NomCom Chair may require, subject to available funds in the Budget.

2. Travel policies regarding class of travel, compensable expenses, invoicing requirements, etc. in effect are those of the Internet Society.

F. Confidentiality

1. The Executive Assistant is privy to confidential NomCom information and is bound by the same disclosure rules as all NomCom members.