



IoT Security Foundation Plenary Group

Job Specification - PG Chair

This document gives a short summary of the objectives and tasks of the person chairing the IOTSF Plenary Group.

Objectives

Acting impartially, in the overall interests of the Foundation, the chair will endeavour to:

1. Ensure that the PG delivers draft IOTSF Deliverables for Board approval and publication, of high quality, and within an agreed timescale;
2. Ensure Working Groups are set up as required, with the right membership and leadership, and make deliveries to the PG as required to meet Objective 1;
3. Run and document PG meetings to the satisfaction of its members and the IOTSF Board.

Activities

1. Formulate agendas, minutes, and other required admin documents for the PG; and ensure that they are made available to members as required before each meeting.
2. Run PG meetings efficiently, ensuring that all members have the opportunity to express their point of view, reaching and documenting conclusions and decisions.
3. Represent the PG at meetings of the IOTSF Board.

Desirable attributes

1. Experience in chairing standards groups or similar bodies.
2. Good technical working knowledge of IoT protocols and/or security issues.
3. Support from employer to devote time to the role.
4. Some administrative support from employer.

Minimum effort commitment (days per month)

PG meeting	1 (including travel)
Meeting preparation/follow-up	2
Attending ESB meeting	0.5 (assuming dial-in)
Miscellaneous (WG liaison, PR, dealing ad-hoc with queries etc.)	1