NET+ Cisco Duo Security Service Advisory Board Charter
Date: 8/23/2019

Purpose/Responsibilities
The objective is to provide Internet2 membership oversight and direction for the NET+ Cisco Duo Security service.

Advisory Board Strategic Goals & Objectives
- Support the contractual relationship between Cisco Duo Security and Internet2 NET+.
- Promote and expand the Cisco Duo Security higher education and research community that effectively shares solutions and use cases.
- As part of engaging the higher education community, annually consult or survey the community on aspects of their deployments, implementation, and management of the service to promote the collection of data of interest to the advisory board and the community. Engage the higher education community to inform Cisco Duo Security on the highest priority features and functionality requested by the community into its offerings.
- Advise Cisco Duo Security on higher education technology direction, requirements, market developments, feature enhancements, product roadmap features, and the use of Cisco Duo Security in the higher education and research community.
- Advise Cisco Duo Security on alignment of features, strategies, support models, and campus business processes, including aligning its value to pricing models that are aligned with higher education.
- Advise Cisco Duo Security on developing and providing resources for higher education on effective multi-factor authentication deployments, with emphasis on integrations, management, security, and lowering total cost of ownership.
- Promote the development of Cisco Duo Security applications across the higher education community, facilitating integration of on-premise and cloud-based systems and applications to develop comprehensive protection of their environments.

Membership
Advisory Board membership limited to higher education and research institutions/systems and subject to approval of the board. Founding campuses include:
- Indiana University
- Northwestern University
- Old Dominion University
- Pacific Lutheran University
- Pennsylvania State University
- Space Telescope Science Institute
- University of Maryland Baltimore County
- Cisco Duo Security
- Internet2

Board Membership and Responsibilities

- Members of the advisory board will think and collaborate on a strategic level for their school and in the best interest of the higher education and research community.
- The Board will communicate discussions and share NET+ Cisco Duo Security program resources with the higher education community and assist in developing and presenting user/institutional case studies highlighting best practices.
- Each institution/system will appoint a primary representative and an alternate to attend meetings. The representative should be in a decision-making or influencer position regarding their institution's usage of Cisco Duo Security.
- The Board will appoint a Chair to serve for a one-year term. The Chair will work with the NET+ Cisco Duo Security Facilitator and Cisco Duo Security Facilitator to assemble the agenda for meetings. The Chair assignment will rotate among Board members through an informal process.
- Cisco Duo Security or any member of the Board may nominate new member institutions/systems for inclusion. Additional institutions/systems can be added to the Board by a majority acceptance vote of current board members and with Cisco Duo Security's approval. Board terms will start in June of the year to correspond with potentially scheduling meetings at EdTech conference(s) around nominations or as necessary if additional advisory board members are required.
- The Board is limited to no more than 10 representative institutions/systems.
- Members of the advisory board will lose their seat on the Board for consistent failure to attending meetings.
- Members of the advisory board may serve a maximum of 3 years.
- Any member of the Board may invite non-voting consultants to serve as needed. Consultants must be approved by a majority of the Board members.
- Members of the advisory board may convene working groups charged by the Board.
- The Board will develop recommendations for specific tactical and /or operational questions or issues. The Board will discuss and approve (or reject) each recommendation.

Cisco Duo Security Responsibilities

- Provide relevant product/company updates as needed in accordance with the Charter Objectives.
- Co-set the Advisory Board meeting agendas with the Board's Chair, Cisco Duo Security Facilitator, and NET+ Cisco Duo Security Facilitator.
- Provide background materials for agenda items (upon request of Chair) a minimum of 5 business days before meetings.
- Ensure appropriate senior leadership is in attendance at meetings according to the agenda.
- Escalate any mutually agreed upon issues and concerns to Cisco Duo Security leadership.
- Respond to action items from previous meetings prior to the next meeting, unless agreed otherwise.
- Provide administrative support to plan and schedule meetings and distribute meeting minutes for on-site and monthly calls as appropriate.

Internet2 NET+ Responsibilities

- Provide monthly/quarterly NET+ program status reports.
- Provide background materials for agenda items (upon request of Chair) a minimum of 5 business days before meetings.
- Ensure appropriate senior leadership is in attendance at meetings according to the agenda.
- Respond to action items from previous meetings prior to the next meeting, unless agreed otherwise.
- Co-set the Advisory Board meeting agendas with the Board's Chair, Cisco Duo Security Facilitator, and NET+ Cisco Duo Security Facilitator.
- Provide administrative support to plan and schedule meetings and distribute meeting minutes for on-site and monthly calls as appropriate.
- The NET+ Cisco Duo Security Facilitator will connect the Board with other relevant cloud developments, facilitate communications, and in other ways support interactions with other Service providers and Internet2.

Logistics

The advisory board will meet virtually once per month. Every effort will be made to schedule a minimum of one face-to-face meeting annually at a Cisco Duo Security office. The Board Chair is required to run the meetings.

Changes to the charter must be made through Board member consensus agreement.

Annual Activities

- The Board will annually review feedback from the community and prioritize updates to the NET+ Cisco Duo Security program and supporting materials including any campus agreements or supporting documentation.
- This charter will be reviewed annually.