

## Australian Information Security Association (AISA)

### Terms of Reference – Professionalisation Subcommittee

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#### 1. Purpose

The Professionalisation Subcommittee is established by the AISA Board to inform AISA's position on the professionalisation of the cyber security industry in Australia and to coordinate AISA's member and stakeholder consultations on professionalisation.

The Subcommittee will:

- Provide strategic advice and expert guidance to the AISA Board on matters relating to professional standards, credentialing, and recognition of the cyber security workforce.
- Coordinate AISA's engagement with members and external stakeholders to ensure a balanced and evidence-based position.
- Support AISA's contribution to the Government's professionalisation pilot in a transparent, ethical, and consultative manner.

#### 2. Authority

The Subcommittee operates under the delegated authority of the AISA Board to plan and oversee consultation processes relating to professionalisation.

The Subcommittee may approve the design and implementation of consultation activities, engagement schedules, and reporting formats.

The Subcommittee does not hold decision-making authority regarding AISA's position on professionalisation; all policy positions will be determined by the Board.

#### 3. Responsibilities

The Subcommittee is responsible for:

- Informing AISA's position and framework principles on professionalisation.
- Designing and overseeing consultation processes with members, partners, and industry stakeholders.
- Ensuring AISA's contributions reflect the diversity of the cyber security profession — including technical practitioners, governance professionals, educators, and researchers.
- Reviewing evidence and international models relevant to professionalisation.
- Providing updates and recommendations to the AISA Board after each meeting.
- Ensuring that deliberations are transparent, inclusive, and documented.

#### 4. Composition and Membership

- The Subcommittee shall comprise up to eight (8) members.
- Membership will include AISA members and up to two (2) external experts with relevant expertise in professional standards, or workforce development invited by the subcommittee.

- The Chair of the Subcommittee shall be an AISA Board Director.
- The Board may appoint initial members; additional members will be appointed through an Expression of Interest (EoI) process open to AISA members.
- At least 50% of members should possess technical cyber security expertise, ensuring a balance between technical and managerial perspectives.
- The Subcommittee may invite guest contributors (non-voting) to provide advice on specific topics.
- Membership is for a term of two years unless extended or dissolved by the AISA Board.

## 5. Meetings

- The Subcommittee will meet every two (2) months, or more frequently as required.
- Meetings will be formally convened and minuted to ensure transparency and accountability.
- A quorum will consist of half of the appointed members plus one.
- Decisions and recommendations will be made by consensus where possible, or by majority vote if required.
- Members may attend meetings virtually.

## 6. Reporting

- The Subcommittee will report to the AISA Board after each meeting through the Chair.
- Reports will summarise key discussions, decisions, recommendations, and any risks or issues for Board consideration.
- A summary of Subcommittee activities may be made available to members to support transparency and engagement.

## 7. Secretariat and Administration

- Secretariat support will be provided by AISA's administrative team or a nominated staff member.  
The Secretariat will be responsible for preparing agendas, circulating meeting papers, taking minutes, and tracking action items.

## 8. Conflicts of Interest

- Members must disclose any actual, potential, or perceived conflicts of interest at the beginning of each meeting or as they arise.
- Conflicts will be managed in accordance with AISA's Conflict of Interest Policy.

## 9. Duration and Review

- The Subcommittee will exist for two (2) years from the date of Board approval, unless extended by the Board.
- These Terms of Reference will be reviewed annually or earlier if required by the Board.

Approved by the AISA Board: Tuesday 11<sup>th</sup> November 2025