

Role Description: DNS-OARC President

Mission:

Provide technical outreach, community building, and governance leadership to ensure the smooth operation of DNS-OARC as a centre of co-ordination, innovation and excellence in the Internet's Domain Name System community. Have general supervision, direction and control of the business and the officers of DNS-OARC. Manage engineering and research projects required to maintain and develop DNS-OARC's infrastructure, software tools, and data collection. Cultivating high standards of availability and support for DNS-OARC activities. Play a key role in building DNS-OARC as a relevant, sustainable, growing, autonomous, neutral organization. Be accountable for the effective operation of DNS-OARC and ensure that organizational responsibilities are appropriately assigned, supported and completed.

Specific tasks:

To perform the Company Officer role of President, including but not limited to:

1. Act as the chief executive officer of the OARC Inc. corporation.

- Implementation of the policies and instructions of the OARC Inc. Board.
- Lead the development and evolution of DNS-OARC as a neutral membership organization.
- Provide strategic oversight of the selection and development of DNS-OARC's online platforms, content and presence.
- Ensure organizational transparency and accountability, including the preparation and presentation of regular monthly and quarterly reports to DNS-OARC's Board and Members.
- Preside over Member meetings and regular Board meetings.
- Other such powers and duties as required from time to time, as directed by the OARC Inc. Board, in support of DNS-OARC activities and projects, and as prescribed by the Bylaws.

2. Community and Organization Building

- Liaison and outreach to existing and new DNS-OARC Participants.
- Ensure the planning and delivery of several annual public and member workshops and events.
- Publication, presentation and promotion of DNS-OARC's projects and activities online and at relevant international meetings.
- Enable and ensure effective communication and information sharing within the DNS-OARC community.
- Develop long-term strategy and proposed policies in consultation with the DNS-OARC Board, Members, Committees and Staff.
- Ensure high levels of service and support are provided to DNS-OARC Participants.
- Seek out and secure grants, build donor relationships and drive meeting sponsorship.

3. Leadership and Oversight of DNS-OARC's Contractors and Staff

- Recruitment and engagement of contractors and staff.
- Hold staff and contractors accountable for meeting DNS-OARC's mission objectives and performance targets.
- Build, manage and develop a trustworthy remote distributed team of diverse, independent, talented individuals.
- Ensure appropriate internal policies, procedures and administrative support are maintained for reporting, human-resource management, professional development, expenses and travel.
- Develop and recommend appropriate remuneration and benefits structures and ensure that payroll and related administrative processes are appropriately managed.

4. Ensure long-term financial sustainability of DNS-OARC:

- Develop and implement an annual nonprofit budget in collaboration with the Treasurer, Board and appropriate operational personnel.
- Ensure that regular and accurate financial reports are prepared and shared with the Board.
- Share oversight of organizational cash flow with the Treasurer and appropriate operational personnel, ensuring prudent and disciplined financial management.
- Oversight of annual external audit of financial statements.
- Prudent and disciplined management of small business cash-flow
- Identify financial risks and opportunities ensuring DNS-OARC's long-term sustainability.

5. Management and development of DNS-OARC technical activities, including but not limited to:

- Develop technical vision and strategy for engineering infrastructure, tools, projects and services.
- Oversee the development and maintenance of open-source tools, supporting OARC members and the wider DNS community.
- Ensure smooth operation and administration of multi-server collaboration and data gathering platforms.
- Ensure availability and Internet connectivity of DNS-OARC's infrastructure.
- Lead the selection and technical oversight of infrastructure, service, software and hardware providers.
- Management of externally funded technical-development projects.
- Ensure the adoption and enforcement of appropriate risk management, cyber-security, and privacy policies and measures throughout DNS-OARC.

6. Oversight of research on topics relevant to DNS-OARC, including but not limited to:

- Provide executive oversight of the large-scale gathering and responsible use of DNS data from Members, Supporters and operators.
- Develop of the Supporter Program to encourage academic and researcher participation in DNS-OARC activities.
- Identify and oversee additional research and technical-collaboration projects as they emerge.