

Operational Support for OWASP Global Committee

Roles & responsibilities loosely defined as:

- Taking and posting Committee meeting minutes
- Follow up with Committee members re: committee deliverables
- Editing/updating Committee Wiki page
- Editing and proofing Committee documents
- Facilitating meetings/calls/working relationships with key personnel
- Other various administrative tasks as assigned by Committee chair and/or Operations Director

The above services will be provided by as a 1099 Independent Contractor for the OWASP Global Committee starting on _____.

Time commitment: The above roles and responsibilities will average of 5 hours per week, but time not to surpass 10 hours in any one week.

Payment: The above roles and responsibilities will be provided for one year for a total of \$5,000 to be paid in monthly installments of \$416.00 upon invoice.