

OpenSSL Foundation activities

The OpenSSL Foundation works to ensure that everyone, including nonprofits, academics, and independent developers, has access to fundamental data privacy and security tools that are the backbone of internet protection, quietly safeguarding millions of users. We do this to help build a safer internet — one that serves the public interest and upholds privacy and security as foundational rights.

We do this through the following:

Software Development & Support

Provide resources to manage and develop the OpenSSL Library, which the Foundation views as a permanently free public work and scientific project in the public interest by virtue of being a fundamental component of secure communication on the internet, such secure communication being fundamental to securing rights under law and countless charitable, educational, and scientific uses of technology. In particular:

- Develop new functionality, bug fixes, tests and documentation for the OpenSSL Library
- Refactor existing code as necessary
- Receive and analyse new feature requests from the general public
- Design new features
- Review community submissions of code, designs and documentation to the OpenSSL Library and manage the process of including quality submissions into the OpenSSL Library codebase
- Coordinate engineering activities with third parties (including the OpenSSL Corporation) where necessary
- Investigate reports of bugs and problems from the general public related to their use of the OpenSSL Library
- Provide troubleshooting support as well as advice and guidance to the general public related to their use of the OpenSSL Library
- Manage the process and resolution of security issues related to the OpenSSL Library that are reported to the OpenSSL security team including responding to reports, analysing issues, developing security fixes, co-ordinating with third parties as required, writing security advisories and publishing advisories and fixes
- Manage and perform the periodic publication to the general public of patch and feature releases of the OpenSSL Library
- Manage the process of onboarding new contributors, and in particular their associated Contributor Licence Agreements (CLAs)
- Manage the process of onboarding and offboarding of committers

- Manage and plan the future OpenSSL Library roadmap and timeline in conjunction with others
- Manage and develop appropriate technical policies and procedures (e.g. coding style policy) necessary for the smooth development of the OpenSSL Library
- Develop, configure, manage and analyse the results from Continuous Integration (CI), performance, static analysis, fuzzing and other test environments to ensure that the OpenSSL Library is thoroughly tested

Provide user-friendly documentation that helps developers of varying skill levels make best use of our data privacy tools, educating the general public on the use of OpenSSL..

- Write and review new reference documentation
- Identify areas for improvement in the existing documentation
- Update, improve and review changes to existing reference documentation
- Develop and review overview, instructional and HOWTO documentation
- Update, improve and review changes to existing overview, instructional and HOWTO documentation

Collaborate with other organizations to get strong data privacy and security into as many applications, software, and devices as possible, raising the public's knowledge of the standards necessary to maintain data privacy and security..

- Work with and take an active role in relevant standards bodies
- Develop new standards and provide feedback and input on the development of such standards
- Work with Governments and other third parties to ensure legal and compliance barriers to adoption of privacy and security tools are minimised
- Cover reasonable travel, accommodation, subsistence and other associated expenses necessary to achieve such collaboration

Community Outreach & Education

Build our community and ensure their voices are heard through mechanisms such as the Business and Technical Advisory committees.

- Develop and manage appropriate policies and procedures necessary for the smooth running of our community committees
- Run, advertise and promote elections associated with those committees
- Facilitate, engage with and provide support to those committees to ensure their smooth running and that advice provided from those committees is fed into OpenSSL Foundation decision making
- Provide suitable tools and infrastructure necessary for the smooth running of these committees such as discussion forums and voting and polling tools.
- Cover reasonable travel, accommodation, subsistence and other associated expenses where necessary for face to face meetings

- Conduct surveys and create feedback loops

Enforce community norms and ensure compliance with our Code of Conduct. This includes:

- Develop, review and publish our code of conduct
- Provide mechanisms, processes and procedures for handling reports of code of conduct violations
- Manage the review of code of conduct violation reports and handle recommended actions as a result, including implementing sanctions where necessary
- Moderate discussion forums, chat channels, and other active online forums where our community engages
- Encourage the participation of a diverse group of contributors

Educate our community of users and the general public through videos, webinars, personal engagement, and other resources about OpenSSL as well as security and privacy in general

- Develop and deliver webinars and other video content and written material to support the education of our community of users and the general public
- Develop and deliver blog posts and other content as appropriate
- Plan and manage the process of delivering such content

Assist with the organization of the OpenSSL Conference

- Cooperate with the OpenSSL Corporation on conference branding, marketing, and communications, including the conference website, call for papers, and PR strategy, to the extent the cooperation is for the purpose of supporting the Foundation's activities and purposes, rather than the Corporation's
- Prepare the conference's educational content, e.g., session tracks
- Raise awareness of the conference among our audiences through marketing and communications outreach
- Secure speakers to ensure that interests of the Foundation's audiences are represented at the conference
- Secure conference sponsorships to offset the Foundation's costs
- Provide on-site logistical support for the conference
- Staff the OpenSSL Foundation booth at the conference

Communications

Develop and maintain the OpenSSL Foundation and Library brands to ensure consistent and effective messaging related to our purpose and mission

- Develop, maintain, and enforce brand guidelines
- Develop and manage the OpenSSL Foundation and Library website, blogs, and other platforms such as social media as well as the development of other informational materials consistent with our purpose, mission and values. This also covers all associated costs and expenses including hosting, tooling, branding and graphic design

- Create and publish an annual report
- Respond to general enquiries from the public

Create awareness of the OpenSSL Library as well as data privacy and security generally through active involvement in the global free and open source software community.

- Develop presentation content for delivery at conferences and other similar events
- Apply for speaker positions at such events
- Cover reasonable travel, accommodation, subsistence, conference entry and other associated expenses necessary for attending such events
- Organise and staff booths about OpenSSL at such events, including associated costs

Leadership & Governance

Provide leadership and governance for the OpenSSL Foundation

- Set a strategic direction for the organization
- Create and execute a strategic plan, including measuring a range of key performance indicators
- Identify and manage new initiatives consistent with our purpose, mission and values
- Communicate the Foundation's mission and values to the public and advocate for its interests
- Draft and enforce the Foundation's Bylaws and Policies
- Operate a Board of Directors
- Maintain Board meeting minutes
- Ensure the Foundation is delivering appropriate transparency and engagement with our donors, communities, and the general public

Operations & Administration

Manage the OpenSSL Foundation

- Advertise for, interview, recruit, and manage suitably qualified staff to fulfil the needs of the OpenSSL Foundation
- Cover all expenditure associated with the employment, contracts, onboarding and offboarding of OpenSSL Foundation staff. This may include the use of third party services where appropriate.
- Ensure that OpenSSL Foundation staff have access to all tools, resources, equipment and training necessary to fulfil their roles
- Manage all OpenSSL Foundation infrastructure necessary for its operation including tooling, hosting, backups etc

- Manage the OpenSSL Foundation finances including financial planning, budgeting and accounting for all costs as well as interaction with our accountants and producing necessary reports and filings such as tax returns.
- Ensure appropriate insurance coverage is in place
- Where appropriate, hold periodic face to face meetings of OpenSSL Foundation staff including covering reasonable travel, accommodation, subsistence and other associated expenses
- Cover all reasonable expenditure associated with good management of the OpenSSL Foundation and Library including accountants' fees, insurances and taxes
- Any other activities commensurate with the good management of OpenSSL Foundation and Library

Handle the domains, trademarks, contributor license agreements, and other legal matters related to the Foundation and the OpenSSL Library.

- Develop and operate appropriate processes and procedures for management of contributor licence agreements
- Create, manage and renew domains as necessary for the OpenSSL Foundation and Library
- Manage and ensure compliance with the OpenSSL Trademarks
- Appoint and engage with suitably qualified legal representatives
- Handle any legal issues or queries related to the OpenSSL Foundation or Library as they might arise, and liaising with our legal representatives as necessary
- Maintain and comply with the OpenSSL Foundation articles of incorporation and bylaws as necessary
- Ensure compliance with legal obligations of the OpenSSL Foundation and Library
- Support the directors and officers of the OpenSSL Foundation to enable them to ensure compliance with all legal obligations
- Cover all reasonable expenditure associated with the domains, trademarks, CLAs and any other legal matters

Fundraising

Raise funds to ensure we can perform the above work in service of our mission

- Develop and manage fundraising initiatives and activities, including a corporate sponsorship program, individual giving program, and institutional/foundation giving program
- Identify and engage with current and potential donors, sponsors, and funders of all types, including both cash and in-kind
- Manage all funder relationships and the documents and data related to these
- Prepare and negotiate gift, grant, and sponsorship agreements
- Ensure fulfillment of all promised sponsor benefits

- Manage grants, including ensuring that funds are spent as defined in grant agreements, deliverables are met, and narrative and financial reports are delivered on schedule
- Develop donor communications to cultivate and steward all of our donors and prospects
- Track fundraising performance and regularly update fundraising projections to inform overall revenue strategy and financial planning
- Manage fundraising technology and systems, including a CRM, payment providers, and other fundraising tools and services
- Attend conferences and events to engage in-person with current and prospective donors and sponsors