



## **ADM-100: Administrative – July 15, 2010**

The Board of Directors of INCOSE shall take the necessary action to provide for the day-to-day operations and management of INCOSE. Under this responsibility, the Board of Directors may, at its option, approve appointment of an administrative staff or in lieu of this, approve the subcontracting of the administrative function or take such other action as is necessary in accordance with the Bylaws.

INCOSE shall fund teleconferencing for Executive Committee meetings.

INCOSE shall authorize and fund the operation of an administrative office.

A library of INCOSE documentation shall be maintained within the Administrative Office.

INCOSE letterhead shall provide accommodation for local Chapter identification.

INCOSE shall contract legal services, as needed, to assess legal matters of interest to INCOSE.

**SUPERSEDES: October 8, 2005**

**APPROVED BY: INCOSE Board of Directors, Chicago, IL USA, July 15, 2010**

**MAINTAINED BY: Secretary**