

COM-100: Communications – July 15, 2010

Structure

The Communications Committee is led by the Director for Communications, who is elected to the Board of Directors per the Bylaws and Policy BOD-100. The Director is supported by Associate Directors for Communications in the areas of Information Technology and Public Relations. The Associate Directors serve for two (2) years. There is no term limit, but the selection and approval shall be revalidated every two (2) years at a minimum.

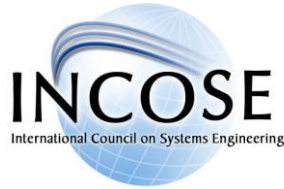
Charter

The charter of the Communications Committee is as follows:

- To ensure effective communications for INCOSE;
- To promote INCOSE, its products, and services to current and potential corporate and individual members as well as the larger community and general public;
- To develop high quality materials to support INCOSE’s communication needs;
- To support targeted INCOSE initiatives;
- To create and facilitate of a “culture of communication” throughout INCOSE;
- To maintain an archive of INCOSE communications and information.

In pursuit of this goal:

1. The Communications Committee shall develop and maintain the communications portions of the INCOSE annual operating and long-range plans.
2. The Communications Committee shall publish the quarterly INCOSE newsletter, *INSIGHT*. The committee is responsible for the technical content, and for seeing that the content is presented in a professional format at an effective cost. The Committee shall work with the INCOSE Managing Executive for printing and distribution.



3. The Communications Committee shall write and maintain practices related to communications. These practices shall include criteria for endorsement by INCOSE, practices relevant to *INSIGHT* and other communications media, and guidance for information exchange with people and groups outside INCOSE. Communications practices involving a subset of INCOSE committees and working groups shall be coordinated with representatives of the affected groups.
4. The Communications Committee shall assist with the publishing and advertising of working group products and other information. The Managing Executive is responsible for printing, storage, and distribution of physical media. The Communications Committee is responsible for conveying publications guidelines for layout and format, and for facilitating execution of the publications process.
5. The Communications Committee shall maintain and provide means for access to an IT infrastructure that supports an archive of historical and active INCOSE documentation. The Managing Executive is responsible for the storage and access of hard-copy documentation and the archive of physical media.
6. The Communications Committee shall create and maintain an IT infrastructure that supports communication and collaboration. This shall include a website accessible to non-members, a web-enabled site accessible to members-only, and coordination of a membership e-mail distribution mechanism.

SUPERSEDES: October 6, 2006

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

MAINTAINED BY: Director for Communications