



MGT-200: INCOSE Policy – February 2, 2011

The Board of Directors shall approve policy statements that provide principles and general guidance and that grant authority to groups and individuals for the operations and management of INCOSE. The Board shall assign each policy an individual owner who is responsible for policy maintenance.

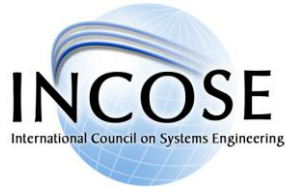
The Ways and Means Committee shall be responsible for configuration management and control of policy documents, which includes control of policy reference designators. Policies shall be designated using an alphabetic functional area designator from Table 1 followed by a three (3) digit sequence number.

Functional Area	Code
Academic Council	ACD
Administration	ADM
Board of Directors	BOD
Certification	CER
Chapters	CHP
Committees	CMT
Communications	COM
Corporate Advisory Board	CAB
Elections	ELC
Events	EVT
Fellows	FEL
Finance	FIN
Management	MGT
Member Board	MBD
Membership	MBR
Recognition	REC
Technical Operations Board	TEC
Ways and Means	WMC

Table 1 - Policy Functional Area Designator Conventions

Approval of policies as documented in the approved minutes of the Board of Directors shall constitute approval for publication release on the INCOSE public web site.

The Administrative Office shall publish all policy statements on the INCOSE public web site in the format presented in Figure 1.



XXX-xxx: Name – Publication Approval Date

Text of the policy.

SUPERSEDES: Publication Approval Date (if any)

APPROVED BY: INCOSE Board of Directors, Location, Board Approval Date (Day Month Year)

MAINTAINED BY: Policy Owner by Title

Figure 1 - Policy Statement Format

The Board of Directors shall direct INCOSE process owners to develop and maintain procedures consistent with policy to conduct INCOSE operations. INCOSE process owners are officers, committee members, administration staff, and agents so identified by the Board of Directors.

SUPERSEDES: July 23, 2009

APPROVED BY: INCOSE Board of Directors, Phoenix, AZ, USA, February 2, 2011

MAINTAINED BY: Secretary