

International Council on Systems Engineering

Chesapeake Chapter

Operating Plan

2011

March 16, 2011

Approved by

Officers

John Lewis

President

Gundars Osvalds

President-Elect

George Anderson

Past President

Glen Gillaspy

Treasurer

Robert Berkovits

Secretary

Directors At Large

Donald York

Director and Programs Committee Chairman

Paul Martin

Director and Communications Committee Chairman

Bhanumati Sunkara

Director and Membership Committee Chairman

CHANGES

Operating Plan 2010	April 14, 2010	FINAL	John Lewis
Operating Plan 2011	January 8, 2011	Draft v2	Gundars Osvalds
Operating Plan 2011	March 16, 2011	FINAL	Gundars Osvalds

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1. Introduction

This operating plan is written for the Chesapeake Chapter (CC) of the International Council on Systems Engineering (INCOSE). The plan provides the detailed operating activities for the 12-month period beginning January 1, 2011 and ending December 31, 2011. Activities, revenues, expenses, etc. which have already been completed, incurred, or accrued, will be identified as such.

2. Operating Year

The fiscal and operating year of the CC runs from 1 January through 31 December.

3. Organization and Committees

The CC Board of Directors (BOD) consists of the following elected positions: President, President-Elect, Secretary, Treasurer, Past President, and three Directors at Large.

The President oversees three permanent committees:

- a) Programs,
- b) Communications,
- c) Membership.

Each Committee will operate under the direction of one of the Directors at Large with goals and objectives, budgets, subcommittees, teams, and volunteers as established and required. Responsibilities overlap when necessary to accomplish the goals and objectives of the chapter at-large. Each area of responsibility has the mission and goals set forth in the Chesapeake Chapter Strategic Plan for 2011-2016. Other permanent or ad-hoc committees may be formed as required.

3.1 Current Activities

The Chesapeake Chapter's vision is to achieve significant growth and recognition in becoming a world-class locally, nationally, and internationally recognized systems engineering organization. Also, the vision includes providing a forum for industry, government, and academic organizations to meet and discuss systems engineering technology, the systems engineering process, its application to present and future technologies, and the management of systems engineering activities.

The Chesapeake Chapter's development requires maintaining the existing members' support and participation. The goal is to continue to monitor the chapter's membership needs and to provide interesting and challenging systems engineering discourse on relevant topics. Of key importance is the continued need for effective communications within and outside the

Chesapeake Chapter. This includes Chesapeake Chapter activities and the latest advances in systems engineering.

An goal of the Chesapeake Chapter's development is to promote awareness and visibility in the engineering community (locally, nationally, and internationally), develop communication between academia, industry, and government with a focus on innovative professional training courses and academic curricula; and solicit new members at all levels of experience, including students and faculty from academic institutions.

Volunteers are needed to assist the Past President with establishing and documenting a process baseline for the operation of the Chesapeake Chapter of INCOSE to include a graphical context version of the Constitution and By-Laws to better allow the flow and interactions that currently exist to be visualized.

3.2 Officer Activities

Chapter officers have the duties and responsibilities stated in Article VI of the Chesapeake Chapter Constitution and the Bylaws. In addition to those duties specified in the Constitution and the overarching goals outlined in this Strategic Plan, the officers have the following individual goals and objectives for 2011:

President: (for 2011, John Lewis)

- Responsible for the 2011-2016 Chesapeake Chapter Strategic Plan update, specifying the mission and goals of the CC for the out years.
- Responsible for guiding the BOD in achieving the specific criteria for success as specified in the Chesapeake Strategic Plan.
- Coordinate all activities of the CC
- Preside at CC monthly meetings and BOD Meetings
- Provide to the BOD members two days prior to the BOD monthly meeting, a draft email agenda. This to be followed by the final meeting agenda distributed to all present at the meeting.
- Attend the Business Meeting at the 2011 INCOSE International Workshop
- Support Past-President in preparing and submitting the annual INCOSE Circle Awards Submission in January of 2012.
- Coordinate CC meeting and activity schedules with the Washington Metropolitan Area and Southern Maryland Chapters
- Write "A Word from Our President" column for each Newsletter
- Work with INCOSE and Region V Directors to coordinate CC activities as necessary
- Verify 2011 CC Calendar of Events and prepare meeting agendas in coordination with the Programs Committee Chairman, the BOD, and the other members of the CC, as appropriate.
- Appoint the chairman of the 2011 Elections Committee. Traditionally, the elections committee chair has been the Past-President but the President may select any member of the BOD.

President-Elect: (for 2011, Gundars Osvalds)

- Update, maintain, and interpret this Chapter Operating Plan and the Strategic Plan
- Is the point-of-contact for revisions to the Constitution and Bylaws
- Coordinates with the Programs Committee Chairman and Past President to insure schedules and program objectives are met.
- Preside at CC and BOD Meetings when President is not present
- Work with the Membership Committee Chairman on membership drives and organizational outreach.
- Support the success of the newsletter by providing at least four articles or column reports.

Past-President: (for 2011, George Anderson)

- Verify CY 2011 Secretary's and FY 2011 Treasurer's Reports
- Serves as Parliamentarian in BOD meetings when so requested by the President.
- Support the execution of the 2011 Operation Plan
- Coordinates with the Programs Committee Chairman and President-Elect to insure schedules and program objectives are met.
- Prepare support material for the INCOSE Chapter Awards Submission
- Provide liaison with other local engineering chapters and activities including, the Engineers Club of Baltimore, AIAA, SAE, IEEE, Association of Old Crows, and Program Management Professionals of Baltimore.
- Chairman of the CC Nominations Election Committee if so appointed by the President.
- Support the success of the newsletter by providing at least four articles or column reports.

Treasurer: (for 2011, Glenn Gillaspay)

- Create the CC yearly Treasurer's Report
- Prepare draft 2011 Budget based on inputs from BOD
- Prepare and provide to the BOD a monthly report on income and expenses charged to the budget.
- Prepare the annual financial report to INCOSE INTERNATIONAL and support the BOD Audit Committee
- Manages the reservations and receipt of monies for all CC events.
- Backup the Secretary in retrieving CC mail from the Chapter Mailbox in Laurel, MD, each month prior to the BOD meeting
- Support the success of the newsletter by providing at least four articles or column reports.

Secretary: (for 2011, Robert Berkovits)

- Prepare minutes of all 2011 Board of Directors meetings and distribute to CC members via email at least two working days before the next month's board meeting.
- ***Prepare final summary report (Annual Report) of 2011 Chapter activities***
- Maintain chapter records to include all meeting minutes, records of attendance, performance metrics, financial records and any other items assigned by the BOD.
- Organize and display the records in a suitable format on the Chapter Web site in a manner approved by the BOD.
- Collect and distribute mail designated for CC; ensure post office box checked for mail each month prior to the monthly BOD meeting.

- Send list of Chapter officers to the INCOSE INTERNATIONAL Business Committee
- Maintain and insure access to Chapter history documents for the BOD and Chapter membership.
- Warn the BOD of approaching deadlines for all administrative actions and reports
- Support the success of the newsletter by providing at least four articles or column reports.

3.3 Director Responsibilities and Activities

Each of the three Directors at Large responsibilities are listed in the sections below. In addition, specific 2011 objectives and activities are included at the end of each section.

3.3.1 Programs Committee

The Director at Large (for 2011, Donald York) chairs the Programs Committee. As such he/she organizes, directs and controls the committee and responds to the direction of the President and the BOD. The Programs Committee has the following responsibilities:

1. Plans CHAPTER meetings to include establishing meeting locations, scheduling speakers in coordination and cooperation with the Past President and the President Elect. Additionally, executes the required reservations, food service, menu selections. When necessary, completes financial transactions in the absence of the treasurer.
2. Plans and executes all other CHAPTER program activities of special, technical, and social natures unless otherwise assigned by the President or BOD.

Programs shall primarily focus on technical and educational aspects of systems engineering but shall include such social and public service programs as the BOD approves. In the technical domain, programs have the objectives of stimulating discussion and thinking, and supporting the INCOSE INTERNATIONAL efforts in the following areas:

1. Systems Engineering Process - analyzing and developing accepted systems engineering processes applicable to industry and government scenarios. These can address local, regional, national and international areas of interest.
2. Systems Engineer Growth - establishing requirements and measurements for developing and maintaining skills and knowledge of use to systems engineers.
3. Career Guidance to assist members in pursuing job growth and advancement in their Systems Engineering profession.
4. Methodologies and Tools - encourage the dissemination of knowledge dealing with generally recognized system engineering topics to include but not be limited to models, tools, and taxonomies.
5. Body Of Knowledge - developing and maintaining a library of knowledge for use by CC systems engineers.
6. Benchmarks - developing benchmark processes, metrics, and templates for systems engineering.
7. Standards Development - Encourage members to participate in INCOSE standards committees as well as participate in consensus standards developments sponsored by

other recognized processes such as the activities of the Standards Engineering Society (SES), the American Society for Testing and Materials, International Organization for Standardization (ISO), and the National Institute for Standards and Technology (NIST).

8. Specific 2011 activities are as follows:

- Develop and organize meeting formats and coordinate speakers, topics, moderators, and locations to promote wider chapter member participation in technical activities (e.g., panel discussions, debates, brainstorming sessions, etc.); see Section 4
- Maintain liaison with INCOSE INTERNATIONAL Technical Committee
- With the assistance of the Johns Hopkins Applied Physics Laboratory Regents, continue the development of video broadcasts for monthly speaker presentations.
- Develop capability to video and audio record presentations and web hosted presentations
- Plan special meeting on subjects of general interest to chapter members based on member interest or request.
- Plan the annual holiday party to include an award and recognition program.
- Distribute technical information of interest to the chapter (e.g., handouts, announcements of conferences and workshops, newsletter articles, solicitations for volunteers)
- Coordinate with the Washington Metropolitan Area Chapter and Southern Maryland Chapter on technical presentations and meeting announcements and provide CC Communications Committee Chairman with notices or information for CC distribution.
- Obtain signed “Author Intellectual Property Release for Manuscript and Presentation Materials” from any presentation, panel or other forms of information dissemination to or at any CC event. Included in release is agreement for Video and Audio recording of CC activities by the presenter.
- Encourage ASEP, CSEP and ESEP certification through education and advertisement.
- Prepare a Program Committee process and contacts guide for use by subsequent Program Committee Chairs.
- Support the success of the newsletter by providing at least four articles or column reports

3.3.2 Communications Committee

A Director at Large (for 2011, Paul Martin) chairs the Communications Committee and organizes the committee, conducts its meetings, oversees its activities, and reports committee activities to the Board. The Communications Committee has the following responsibilities:

1. Disseminate information among CHAPTER members; publicize the events and activities with emphasis on the use of the Chapter Web Site and make email announcements.

2. Develop and implement new and innovative methods to communicate within the chapter and with the systems engineering community at large.
3. Manage and controls all aspects of the Chapter website and supervises a communication committee composed of chapter members.
4. Establish and update the Communications Committee's mailing list from data provided by the Membership Committee and electronically distribute the monthly Chapter Newsletter.
5. With the help of chapter members, assemble and distribute mail or email to the membership when directed by the board.
6. Review annually, Web site operating policies and insure that current software versions are installed on the Web site.
7. All material submitted for publication on the Web site is submitted prior to the President and/or President Elect for review and approval.
8. Specific 2011 activities are as follows:
 - Prepare or procure INCOSE briefing materials for Chapter promotion .
 - Assemble marketing package of letters/information for distribution to companies, government agencies and academia.
 - Edit and distribute the CC Newsletter monthly using the Web subscription service Constant Contact.
 - Distribute routine and special meeting schedules, and chapter announcements to Chapter members, Washington Metro leadership, and Southern Maryland leadership
 - Maintain the CC web page and identify necessary Chapter member support requirements. Notify the BOD if shortfalls may affect the timely posting of Chapter information.
 - Notify the CC President and BOD of Web page discrepancies or down times and the nature of corrective actions. Also notify the President at any time the workload of maintaining the Web site is exceeding the available resources.
 - Reach out to members beyond driving distance to normal meeting place at the Johns Hopkins University Applied Physics Laboratory and arrange with industry and academia to provide video teleconferencing capability in other locations in Maryland and Pennsylvania.
 - Make past meeting presentations accessible by all INCOSE members through on-demand audio and slide services of presenters such as supplied by ADOBE Connect, Sharepoint, or WebEx. platforms.
 - Prepare a Communications Committee process and contacts guide for use by subsequent Communication Committee Chairs.
 - Support the success of the newsletter by providing at least four articles or column reports

3.3.3 Membership Committee

A Director at Large chairs the Membership Committee (for 2011, Bhanumati Sunkara) and is responsible for the execution of its assigned tasks. For CY 2011 these are:

1. Supervise and carry out all formal efforts to increase the membership of the CHAPTER.
2. Establish, maintain, and update the membership records data on a monthly basis. Provide membership records data access to the BOD and committees.
3. Coordinate the Chapter membership data with the Communications Committee.
4. Prepare and present a welcome letter for each new chapter member.
5. Notify the board of any member deserving special recognition for accomplishments relating to membership or in the practice of systems engineering.
6. Assist the President in presenting individual awards at chapter meetings and events.

Specific 2011 activities are as follows:

- Send reminders via e-mail in June/July time period to pay INCOSE dues
- Review the draft chapter Chapter Operating Plan in January.
- Prepare information package for new members.
- Solicit corporate, government, and academic sponsors to support CC membership expansion.
- Maintain an e-mail distribution list for forwarding e-mail messages to chapter members.
- With the assistance of the Communications Director, conduct an annual membership survey to solicit opinions on chapter issues, goals, and recommendations.
- Contact lapsed members and invite them to renew membership. Alternately ascertain those members who have retired or moved out of the area and document their status. For the Circle Award, provide and maintain copies of the actual letters or email communications.
- Provide metrics of lapsed members for the guidance of the BOD.
- Contribute a membership section to the monthly newsletter.
- Maintain a Membership Committee diary or log to insure continuity and historical record of the membership activities complete with metrics to show the relative effectiveness of each activity attempted.
- Prepare a Communications Committee process and guide for use by subsequent Membership Committee Chairs.
- Support the success of the newsletter by providing at least four articles or column reports

4. Activities

This Operating Plan covers the period from January 1, 2011 to December 31, 2011. The following table lists the planned 2011 activities.

The Chapter membership meetings are normally open to non-members interested in the systems engineering discipline. For members, the Chapter encourages advance reservations with a discounted cost, while still attempting to provide for walk-ins. The contract dining provider must have an accurate attendance count at least two days before the event.

In addition to the specific chapter activities listed in the table, the following events will occur

Each month: A BOD meeting occurs on the second week of each month. A general membership meeting is held on the third week of each month.

Monthly: Publish and distribute to the on-line subscribers the monthly newsletter no later than the first day of each month. Non-subscribers can view the newsletter by using a link provided on the Chapter website (www.incose.org/chesapek). Newsletter submission must be provided to the Communications Director prior to the 15th day of the month prior to publication.

January: Publication of this CC Operating Plan for the current fiscal year (published on the website and downloadable). Chapter approves current fiscal year budget. Submission is due to INCOSE Chapter Awards.

February: Be represented at the Engineering Society of Baltimore during its celebration of Engineers Week. Publish in the operating documentation section of the Chapter Website, the annual CC Strategic Plan and CC Operations Plan. INCOSE International Workshop, encourage attendance for all Chapter members. Update the Membership and Outreach Plan to address the guidance of the INCOSE Circle Award criteria.

March: Audit Committee (section 5.4) publishes its report on the previous fiscal year's financial records by March 31 (published on the website).

April/May: *Treasurer prepares, BOD approves, and CC submits previous year's financial report to International Council. (Date TBD)*

June: Annual International Symposium. E-mail reminder to members to pay annual INCOSE dues.

July: E-mail reminder to members to pay annual INCOSE dues.

August: Call opens for nominations for BOD positions. Nominations presented to the BOD must be submitted no later than September 30.

September: Nominations for BOD positions for the succeeding fiscal year presented to the membership by the Nominations and Elections Committee. Ballots are electronically sent to CC membership.

October: Ballot cutoff date October 31. Begin preparation of succeeding year's chapter operating plan, strategic plan revision, and budget. The post office box rental fee due October

November: Installation of officers for the succeeding year during the monthly membership meeting.

December: BOD meeting for transition of officers. Holiday party and awards program.

5. Budget

See the chapter website: www.incose.org/chesapek.

5.1 General

The CC will provide the CY2010 Chapter Budget to the International level of INCOSE. The budget will show expected revenue and expenses, for all function areas, officers, and directors. Assumptions associated with the expected revenue and/or expenses will be detailed as appropriate.

Budgets for the next fiscal year are developed during the period of September through December. All officers participate in the budgetary process, with review and approval by the BOD. The Treasurer is the focal point for all budget data. Officers submit projections for revenue and expenses to the Treasurer; the Treasurer prepares a program income statement and balance sheet for the coming year and submits it for review and approval to the BOD.

Areas of revenue which will be included, but not limited to, are: membership dues, chapter dinner meeting revenues, fund raising events, special donations, company assistant-ships, corporate memberships, conference registrations, training course fees, and proceeds from the sale of published papers/articles/books.

Areas of expense which will be included, but not limited to, are: chapter meeting expense, reproduction, postage, mailing supplies, working or special interest group expenses, incorporation expense, bank expense, meeting and conference preparations, and printing.

5.2 Revenues

The Council rebates to CC a portion of each CC member's INCOSE annual dues. CC receives a check quarterly from the Council Treasurer for all local dues received during the quarter. Currently CC receives \$35 of the INCOSE \$120 annual membership for each member affiliated with CC.

Chapter dinner meetings will be funded through registration fees for each meeting. The meeting registration fee will vary depending upon the location and selected menu. It is anticipated that the individual registration fees goal is to be between \$15 and \$20. Chapter dinner meetings are planned to be self-funding, with revenues covering the expenses associated with each meeting. Any residual revenues from the dinner meetings will be held in reserve to cover future meeting expenses including, but not be limited to, meeting cost deficits, raffle items (i.e., books) and guest-speaker-related expenses/fees. Other shortfalls will be covered from general revenues.

Special donations are a revenue option for funding event expenses of the CC. A new committee is proposed this year to execute a plan to address this option.

Other potential sources for revenue include, but are not limited to, conference registrations and related proceeds, workshop or training course fees, and proceeds from the sale of published papers, articles, and/or books. At the current time, no activity in the area of these potential revenue sources is planned.

5.3 Expenses

Chapter dinner-meeting expenses will include, but not be limited to, meal related expenses, location reservation expense, and guest-speaker-related expenses/fees.

Communications such as the monthly newsletter, membership meeting announcement and the minutes from the previous meeting will be posted on the chapter web site. Mailings to the chapter membership will occur on an as required basis. Costs associated with any mailings will include: reproduction, postage, and miscellaneous mailing supplies.

Other expenses will include: bank expense, meeting and conference preparations, dues and expenses associated with affiliations with associations such as the Engineering Society of Baltimore, and printing costs associated with activities such as new member recruiting.

5.4 Audit and Reporting

In accordance with the by-laws, the newly elected President will appoint an Audit Committee (includes the Past President) that will audit, in collaboration with the Treasurer, the previous year's CC financial records and prepare a report to be posted on the chapter web site by 31 March of each fiscal year. The Treasurer will prepare, and the Past President will verify, an annual financial report for the previous fiscal year and submit it to the INCOSE INTERNATIONAL by *1 May of each year*.

6. MEETINGS

6.1 General Membership Meetings

CC plans to hold general membership meetings during the months of January through November inclusive. Election of officers and directors for the coming year will be conducted by Internet during the month of October 2011. The newly elected officers and directors will be presented at the November meeting. The new officers and directors will be installed at the January 2011 membership meeting.

6.2 Board of Directors Meetings

The BOD will meet at the direction of the President who establishes the agenda. The officers and directors will be prepared to report on applicable agenda items at each meeting. All BOD meetings will be conducted in accordance with the current Chesapeake Chapter Charter and Bylaws. While not addressed in the Bylaws, all members of the Chapter in good standing are welcome to attend board meetings but may be excused at the board's discretion when a formal voting process is called to order by the President.

6.3 International Business Meetings

The annual INCOSE International Workshop for 2011 will be held in January. The board should make every effort to insure that the chapter is represented at the Workshop.

6.4 International Symposium

The INCOSE International Symposium will be held in Denver in June 2011. Again the board insure that that the chapter is represented in order to stay abreast of international activities.

6.5 Membership Dues

The Chapter has no membership dues. Membership dues are paid to belong to the INTERNATIONAL INCOSE organization and are billed on an annual basis. A portion of these dues are forwarded to the Chapter to be used for its activities. Non-members are always welcome to attend all educational functions of the chapter but cannot hold office or serve on committees or represent the chapter in other INCOSE activities. Special discounts are available to INCOSE members only as an incentive to join and support the Chapter.

6.6 Membership Targets

INCOSE was originally founded by a group of aerospace executives from the California area. These original officers quickly realized that in order to be effective in achieving leadership in

developing and influencing international systems engineering policies and practices, the membership would need to include a variety of systems engineering and related disciplines.

The same philosophy guides the Chesapeake Chapter's membership initiative for 2011 and beyond. We plan to solicit and encourage membership from all persons who could potentially utilize any aspect of the INCOSE systems engineering body of knowledge to enhance their professional standing, technical job skills, or academic achievement.

The membership strategy this year continue to be based on our evaluation of where our needs are greatest. We currently have achieved better than expected or planned year to year member growth but need to continue this favorable trend. This year the membership Director will work closely with the other Board members to identify and execute recruiting efforts. Stated concisely, the Membership Director assisted by a newly seated committee will create and execute a plan of information gathering that will provide the BOD with metrics on what the members want from the Chapter.

The President will work closely with the Membership Director to insure that actions are taken to effectively utilize this member supplied information in a timely manner consistent with resources.

The Communications Director will obtain the metrics and put them in a form suitable for sharing with the chapter membership in a clear and concise manner. This data will also be place in the newsletter when practicable.

Year Ending (December 31)	No.s of active Members	Monthly mtg attendance	Active volunteers
at incorporation	35		not reported
1994	50		not reported
1995	70		not reported
1996	79		not reported
1997	64		not reported
1998	57		
1999	57		
2000	96		
2001	120		
2002	115		
2003	140 est.		
2004	134 est.		
2005	152 est.		
2006	171 est.		
2007	188 est.		not reported

2008	200 est.		0
2009	214	21 ave.	0
2010	259	35-40 ave.	3
2011- Feb	262	50 ave.	proposed 6

6.7 Membership Drive

Generally, INCOSE members come from two broad areas, industry and academia. A further decomposition reveals that in the CC region, industry includes US Government contractors, commercial manufacturing, research and development activities, public transportation, utilities and safety. Academia is divided between faculty and students. These represent a variety of disciplines both in the engineering, business and social sciences.

The details of the membership drive is described in the Membership and Outreach Plan for 2011.

Processes

New processes were described in the 2010 Membership and Outreach Plan and will be continued into 2011. These include detailed analysis of member feedback, utilization metrics on the Chapter website, recruiting new committee members, and establish routine communication with the entire membership using the web site and the monthly newsletter.

7.1 Budget

The budget preparation for 2012 will begin in September 2011 with the Finalized Budget presented to the BOD for Review and Approval in January 2012.

In September and October 2011, each elected officer submits their expected revenues and expenses to the Treasurer for incorporation into an overall CC budget. During November, the Treasurer develops the program income statement, and reconciles any shortfalls with the officers. The Treasurer submits the final program statement and balance sheet to the BOD for review and approval in December.

7.2 Membership Dues

Members send their dues directly to INCOSE Council, who provides a per-member credit to the CC. The Membership Committee Chairman is responsible for the reconciliation of membership dues. This information is compared with the Treasurer's report of dues receipts from INTERNATIONAL.

7.3 Meetings

The CC schedules BOD Meetings and General Membership Meetings. Ad-hoc meetings may also be held as needed by committees or subcommittees of the CC and may or may not fall under the general Operating Plan. The following table presents the planned 2011 operating meetings of the CC, along with the target month.

MEETING	MONTH(S)
BOD Meetings	Monthly
General Membership Meetings	Monthly
Working Group Meetings	As established by the working groups
International Workshop	January 2011
International Symposium	June 2011

7.4 Elections

The Nominations and Elections Committee, usually chaired by the Past President, call for nominations for BOD positions during August and present its validated slate to the general membership at the September meeting and on the web site. Elections will be conducted by email ballot during October. Newly elected officers and directors are installed at the November General Membership meeting. Newly elected officers and directors take office on 1 January 2012. The terms of office for Chapter BOD positions as of 2011 are as follows:

Officers:

President:	Jan 1, 2011 - Dec 31, 2011, plus 1 year (2012) as Past President
Past President:	Jan 1, 2011 - Dec 31, 2011
President-Elect:	Jan 1, 2011 - Dec 31, 2011, plus 1 year (2012) as President and 1 year (2013) as Past President
Treasurer:	Jan 1, 2011 - Dec 31, 2012 (2 year term)
Secretary:	Jan 1, 2011 - Dec 31, 2012 (2 year term)

Directors:

Program Chair:	Jan 1, 2010 - Dec 31, 2011 (2 year term)
Membership Chair:	Jan 1, 2010 - Dec 31, 2011 (2 year term)
Communications Chair:	Jan 1, 2011 - Dec 31, 2012 (2 year term)

7.5 Member Communications

Information deemed pertinent by the CC BOD will be disseminated throughout the membership of the CC. This includes as a minimum BOD meeting minutes, communications from the Council, and announcements of technical and/or business symposia related to systems engineering and INCOSE. The entire chapter membership at large will be requested to contribute relevant material in a timely manner.

7.6 Newsletter

The CC Newsletter will be published monthly starting in January of each year. The Newsletter will contain information of interest to the general membership about activities within the CC, within the INCOSE region, and at the International level. All chapter members will be invited

and encouraged to submit articles to the newsletter. To this end the Communications Committee will put on the website a calendar of submission deadlines that can be seen by the membership.

The Newsletter will be distributed to all individuals who subscribe on the web site. It will also be distributed via email to universities within the CC boundaries and to the Washington Metro Chapter Board of Directors.

7.7 Mail Handling

The Secretary is responsible for all U.S. postal activities.

7.8 Working Groups/Interest Groups

The following Working and Interest Groups are currently operating:

- Object-Oriented Systems Engineering Methodology Working Group.

7.9 Process Guides

There are no current BOD process guides.

7.10 Programs

The Program Chair will prepare and maintain a 2011 program schedule.

7.11 Communications

The Communications Chair will prepare and update a 2011 process guide for the Communications Committee. The guide will be available on the chapter web site.

7.12 Membership

The Membership Chair will prepare and update a 2011 process guide for the Membership Committee. The guide will be available on the chapter web site.

8 International Interfaces

8.1 Operations

All CC operations will adhere to the CC Constitution and Bylaws as agreed to by INCOSE INTERNATIONAL. Any deviation, deletion, or addition must be coordinated with and approved by INTERNATIONAL. Yearly Operating Plans will be approved by the General Membership of the CC, and then sent to the International level for concurrence. Any changes to the CC Strategic Plan will also be submitted for approval by the INCOSE INTERNATIONAL.

8.2 Membership

The membership database is reconciled with the INCOSE INTERNATIONAL database before the close of the 2011 operating year.

8.3 Communications

External communications with INCOSE is the responsibility of the CC Communications Committee Chairman, who will handle all direct communications with the Council, unless otherwise necessary for the normal and direct execution of CC operations. The Chairman (or a designated Communication Committee member) will be the direct point-of-contact with the Council for CC formal communications (e.g., newsletters, local chapter articles for international print) and for dissemination of Council information to the local membership as required. The president of CC or his/her designate will approve all communications between the local chapter and the Council.

8.4 Regional Monthly Teleconference

The President or other chapter officers will participate in any monthly teleconference with other chapters' officers called by the Regional Director.

10 INCOSE INTERNATIONAL CHAPTER CIRCLE AWARDS SUBMISSION TIMELINE

Jan 1 – Dec 31, 2011 Maintain chapter records and supporting documentation on an ongoing basis throughout the year

Jan 15, 2012 Chapter packets including supporting documentation due to INCOSE Headquarters. Electronic submissions preferred with hardcopy supporting materials accepted as required.

Int. Workshop an 2011 Preliminary discussion of good and best practices/innovative ideas and approaches during the Chapters Committee meeting with supporting material extracted from chapter packets and distributed to chapter representatives.

Feb 28, 2012 Review of all chapter packets completed by Chapters Committee. Following items submitted to the Awards Board:

- list of recommended Gold Circle honorees;
- list of recommended Silver Circle honorees;
- list of recommended Bronze Circle honorees;
- prioritized list of two to five chapters for the Most Improved Chapter award; and
- Prioritized list of two to five chapters for the Outstanding Chapter award.

Mar 31, 2012 Awards Board completes the final review of the materials provided by the Chapters Committee. Final selections made and notification provided to Chapters Committee and INCOSE Headquarters:

- Gold Circle honorees;
- Silver Circle honorees;
- Bronze Circle honorees;
- Director's Award for Most Improved Chapter (with honorable mentions as appropriate); and
- President's Award for Outstanding Chapter (with honorable mentions as appropriate).

Apr 30, 2012 All chapters notified of Chapter Awards and Recognition. Chapters recognized on the INCOSE website and in an email announcement to all INCOSE members.

Int. Symposium Chapter Awards presented at symposium banquet.

Continuing

Discussion and dissemination of good/best practices as well as innovative ideas/approaches among the chapter representatives. This topic will be a key focus during 1st quarter and during Chapters Committee meeting at International Symposium.