



CSRA CHAPTER



**International Council on Systems Engineering
(INCOSE)**

Central Savannah River Area (CSRA) Chapter

2010 Operating Plan

April 2010

Approved by

Officers

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President

Signature on file
Russ Beckmeyer
President-Elect

Signature on file
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Past President

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Gavin Winship
Secretary

Directors At Large

Signature on file
Michelle Hromyak
Director and Programs Committee Chairman

Signature on file
Joe Krupa
Director and Communications Committee Chairman

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1. Introduction

This operating plan is written for the Central Savannah River Area (CSRA) Chapter of the International Council On Systems Engineering (INCOSE). The plan provides the detailed operating activities for the 12-month period beginning January 1, 2010 and ending December 31, 2010. 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 CSRA runs from January 1 through December 31.

3. Organization and Committees

The CSRA Board of Directors (BOD) consists of the following elected positions: President, President-Elect, Secretary, Treasurer, Past President,

Two Directors at Large may be elected by the members. Currently for 2010, two Directors have been elected, a Communications Director and a Membership Director.

The President oversees committees when established. Committees will operate under the direction of one of the Directors at Large with goals and objectives, budgets, subcommittees, teams, and volunteers established as required. Responsibilities overlap when necessary to accomplish the goals and objectives of the chapter. Each area of responsibility supports the defined mission and goals set forth in the draft chapter strategic plan for 2010-2015. Other permanent or *ad hoc* committees may be formed as required.

3.1 Current Activities

The CSRA Chapter's vision is to develop, nurture, and enhance the interdisciplinary systems engineering approach to enable the realization of successful systems.

The 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. An important key is the continued need for effective communications within and outside the chapter. This includes chapter activities and the latest advances in systems engineering.

An aspect of the 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.

One avenue for developing the chapter is for the membership to be involved, beyond attending the membership dinner meetings. To that end, the chapter needs volunteers for several assignments.

1. Volunteer(s) are needed to assist the Communications Director with editing the bimonthly newsletter. Duties will include editing, formatting, coordinating and writing as needed. These positions will require minimal effort (e.g., couple of hours every other month for the newsletter) but should result in maximum return for our membership.
2. Volunteers to represent the CSRA Chapter at local events such as National Engineers Week Teach-Ins (including Technology Day), Science Fair Judging, or other events that may advertise for INCOSE.

3.2. Officer Activities

Chapter officers have the duties and responsibilities stated in Article VII of the Bylaws. In addition to those duties specified in the bylaws and the goals outlined in the 2010-2015 Strategic Plan, the officers have, but are not limited to, the following specific activities for 2010:

2010 President: (Doug Berry)

- Lead the effort to refine the 2010-2015 chapter strategic plan, specifying the mission and goals of the chapter for the out years. When approved, work towards achieving the specific criteria for success as specified in the strategic plan
- Maintain, update, and interpret this chapter Operating Plan
- Coordinate all activities of the chapter
- Preside at chapter and BOD meetings
- Attend the July 2010 INCOSE business meeting at the International Workshop in Chicago, Ill.
- Coordinate CSRA meeting and activity schedules with the Aiken / Augusta and surrounding areas
- Write the “Presidents” column for each newsletter
- Work with INCOSE and Region V Directors to coordinate CSRA activities as necessary
- Verify 2010 chapter calendar of events and prepare meeting agendas in coordination with the BOD, and the other members of the chapter, as appropriate.
- Recommend to the BOD members of the Nominations and Elections Committee
- Track, document, generate, and deliver the report for verification of the chapter awards to the INCOSE Chapters Committee Chair.

2010 President-Elect: (Russ Beckmeyer)

- Act as point-of-contact for revisions to the Bylaws
- Work with the President on meeting schedules and presentations
- Work on membership drives and CSRA member services
- Write the “Vice-Presidents” column for each newsletter
- Write newsletter articles as needed.

2010 Past-President: (Dan Saccone)

- Verify CY 2010 Secretary's and FY 2010 Treasurer's Reports
- Support the execution of the 2010 Operation Plan
- Lead chapter election activities
- Represent CSRA to the engineering societies of Aiken and Augusta
- Write newsletter articles as needed

2010 Treasurer: (Subhash Sethi)

- Draft 2010 budget based on inputs from officers and prepare final 2010 budget
- Prepare quarterly reports on income and expenses against the budget
- Prepare the annual financial report to INCOSE headquarters and work with the Audit Committee
- Pay all CSRA Chapter bills.
- Act as point of contact for all CSRA events for the receipt of monies (or designate)
- Provide back up mail collection and distribution for the Secretary

2010 Secretary: (Gavin Winship)

- Prepare minutes of all 2010 Board of Directors and chapter meetings, and distribute to CSRA members via email or web-site or appoint a designee.
- Prepare final summary report (Annual Report) of 2010 chapter activities
- Maintain an archive and file of all meeting minutes and permanent records
- Collect and distribute mail designated for CSRA; ensure president forwards all mail each month
- Send list of chapter officers to the INCOSE Business Manager
- Establish and maintain the history of the chapter for use by the BOD and other committees
- Advise the CSRA BOD of required administrative actions and reports and maintain required administrative reports

3.3 Director Responsibilities and Activities

Responsibilities for each Director at Large are listed in the sections below. In addition, specific 2010 objectives and activities are included at the end of each section. Two directors have been elected this year so the duties have been divided as indicated.

Membership (Michelle Hromyak)

A 2010 Director at Large chairs the Membership Committee and organizes, conducts meetings, oversees activities, and reports committee activities to the Board. The Membership Committee has the following responsibilities:

1. Planning and performing the activities identified in Section 7 of the Operations Plan.
2. Establishing and maintaining the CSRA membership roster.
3. Establishing and maintaining the CSRA visitors/guests roster.
4. Establishing and maintaining the CSRA communication distribution roster.

Communications (Joe Krupa)

A 2010 Director at Large manages communications for the chapter. The Director at Large has the following responsibilities:

1. Disseminate information among CSRA members, publicize the events and activities of the CSRA, publicize open committee slots, and disseminate election material.
2. Develop and implement methods to communicate within the chapter and with the outside world.
3. Establish, maintain, and support the chapter website and any special email services required.
4. Establish and update the chapter's mailing list(s) from data [database(s)] provided by the Membership Committee or as required provide mailing list(s) for special programs.
5. Electronically publish and distribute the bi-monthly chapter newsletter.

Specific 2010 activities are as follows:

- Obtain INCOSE briefing materials for chapter promotion
- Prepare marketing package of letters/information for distribution to companies, government agencies and academia.
- Prepare, edit and distribute CSRA newsletter bi-monthly, or as required
- Work with the CSRA President, the BOD, and Region V Directors as necessary to promote and improve the CSRA
- Distribute meeting schedules, announcements, etc., for CSRA as directed by the BOD, by email or in the newsletter, as appropriate to CSRA.
- Provide a schedule of chapter meetings and other information to *INCOSE Insight* editors, as appropriate or as directed by the BOD.
- Exchange announcements with other professional organizations (e.g., IEEE) as established by the BOD.
- Maintain the CSRA web page on a timely basis.

4 Activities

This operating plan covers the period from January 1, 2010 to December 31, 2010. The following table lists planned 2010 activities.

To stimulate interest and to attract members from different geographic regions within the CSRA area, CSRA will hold its chapter meetings at different locations in the area. Unless stated differently for a specific meeting, the chapter encourages its members to make reservations with a discounted cost, while welcoming walk-ins from members and non-members. The normal schedule: Social Time 6:00 p.m., Dinner at 6:30 p.m. Business Meeting/Program at 7:00 p.m.

Additional Information and Reservations:

Doug Berry
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douglas.berry@srs.gov

In addition to the specific chapter activities listed in the table, the following events will occur on a yearly basis:

Monthly: A BOD meeting during the second week of the month. A general membership meeting during the third week of the month.

Bi-Monthly: In January, publish on the website (www.incose.org/csra) the bi-monthly newsletter during the last week of the publishing month. Starting in February, contributors submit newsletter inputs to the Communications Director.

January: Chapter approves current fiscal year budget, delivers annual chapters award report to the chapter's committee chair.

February: Participate in National Engineers Week. Secretary publishes annual report of previous year's activities. Publish the annual strategic plan update (published on the website). Participate in the annual INCOSE International Workshop

March: Audit Committee publishes its report on the previous fiscal year's financial records by March 31.

April/May: Publication of the CSRA Chapter Operating Plan for the current calendar year (published on the website and downloadable). President prepares, BOD approves, and CSRA submits previous year's financial report to International Council.

June/July: Annual International Symposium and local presentation of papers accepted from CSRA members. E-mail reminder to members to pay annual INCOSE dues.

August: Call for nominations for BOD positions by September 1. Nominations presented to the BOD in September.

October: Nominations for BOD positions for the succeeding fiscal year presented to the membership by the Nominations and Elections Committee. Ballots electronically sent to CSRA membership on October 1.

October: Ballot cut off date October 15. Begin preparation of succeeding year's chapter operating plan, strategic plan revision, and budget.

November: Announcement of officers for the succeeding year by November 15.

December: BOD meeting for installation of officers.

4.1 Special Activities

For 2010, the following special activities have been identified as target activities. These activities are based on an assessment of the needs and desires of the CSRA membership in January, 2010.

Activity	Target Timeframe	Product	Team Lead
Put out the word of who we are and what we do (Systematic Complex Problem Solvers).	Summer 2010	Put together our info in a flexible value (non profit consulting) proposition (Sales and Marketing Pamphlet).	Subhash Sethi
Add five new members	End of year - 2010	Increased membership	Michelle Hromyak
Education Outreach	Summer 2010	Develop a SE Unit for middle schools (K-12)	Joe Krupa
Education Outreach	Fall 2010	Provide an all day SE tutorial.	Russ Beckmeyer
Interface with other organizations/companies in CSRA.	2010	<ul style="list-style-type: none"> • Computer SE org in CSRA • CSRA Lean Alliance 	Gavin Winship
Membership SWOT analysis and Survey	October 2010	Membership Input	Doug Berry

5 Budget

5.1 General

The chapter will provide the CY2010 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. The BOD-approved budget is included with the next year's operating plan.

All officers who submit budget requests will provide data in two areas, and separate the requests based on urgency (e.g., needed now, desired over time).

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

Expenses 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 National Council rebates to the CSRA a portion of each CSRA member's INCOSE annual dues. CSRA receives a check quarterly from the Council Treasurer for all local dues received during the quarter. Currently CSRA receives \$20 of the INCOSE \$80 annual membership for each member affiliated with CSRA.

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 will range between \$8 and \$25. Often, meeting locations are selected where members select and pay for dinner from the menu. In this case a small fee may be collected to cover the expense of the meeting location. 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 and guest-speaker-related expenses/fees. Other shortfalls will be covered from general revenues.

Special fund-raising events are a revenue option for the funding of CSRA expenses. Proceeds from special events often may be distributed to local United Way agencies and the INCOSE Foundation.

Donations are a revenue option for funding for specific expenses of the CSRA. At the current time, no special donations are planned.

Other potential sources for future revenue include, but are not limited to, company assistant ships, corporate memberships, conference registrations and related proceeds, newsletter ads, 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.

Mailings to the chapter membership will occur on an as required basis. Communications such as the quarterly newsletter, membership meeting announcement and the minutes from the previous meeting will be posted on the chapter web site. 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, and printing costs associated with activities such as new member promotions.

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 chapter financial records and prepare a report for the BOD. The Treasurer will prepare, and the Past President will verify, an annual financial report for the previous fiscal year and submit it to the International Council by May 1 of each year.

6 Meetings

6.1 General Membership Meetings

Nominally CSRA will hold general membership meetings a minimum of six times per year. The chapter may reserve months not used for the general membership meetings to host special interest or working group meetings.

Election of officers and directors for the coming year will be conducted by e-mail during the month of October. The newly elected officers and directors will be announced in November. The first meeting of the year installs the new officers and directors.

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 report on applicable agenda items at each meeting. It is suggested that the BOD meet a minimum of every other month in order to plan events. The BOD may meet more frequently in the beginning of the year in order to get planning activities completed.

6.3 International Business Meetings

At a minimum, the President of CSRA or his representative should attend the annual INCOSE International Workshop for 2010, held in February 2010 in Phoenix, AZ. If possible at least one chapter officer will attend in order to stay abreast of international activities and allow the chapter to adjust its activities accordingly.

6.4 International Symposium

The annual 2010 INCOSE International Symposium will be held in July in Chicago IL.; the symposium has tutorials and the academic forum. The CSRA Chapter should have a representative in the chapter meetings at the Symposium.

7 Membership

7.1 Membership Dues

Membership dues are in accordance with the policies set forth by INCOSE Headquarters. In specific, dues are set on a sliding scale in accordance with the level of membership available, i.e., student and individual. See www.incose.org for further details.

7.2 Membership Targets

INCOSE was originally founded by a group of aerospace executives from the California area. The organization officers quickly realized that in order to be effective in communicating and

effecting change in international systems engineering policies and practices, the membership would need to be broad-based, representing a variety of systems engineering and related disciplines.

The CSRA has adopted this philosophy in targeting the membership at the local level. The established goal for the chapter is to achieve 15% growth in membership each year. The following table presents chapter membership total history.

Year End (December 31)	Actual # Of Members
1999, upon incorporation	29
2000	28
2001	30
2002	27
2003	21
.....
2009	TBD
2010	Target +5

7.3 Membership Drive

The CSRA Chapter focus for membership this year will include large government agencies and academic institutions, and local industry. Chapter membership areas includes government employers such as Savannah River Nuclear Solutions, Westinghouse Savannah River Company and Washington Safety Management Solutions. Academic institutions include the University of Georgia and Southern Polytechnic State University and industries such as Bridgestone Firestone and Kimberly Clarke. In 2010, the Membership Committee will continue to implement the adjunct to the strategic plan that describes how and when we will approach each institution over the next 5 years.

8 Plans

Since the leadership of the CSRA Chapter changes every year, the chapter needs to have overall guidance and consistency between each change of the BODs. To provide this consistency the chapter has developed the plans defined in the following sections. Some plans are developed in this operating plan while other will require a separate document to provide additional detail.

8.1 Strategic Plan

The CSRA Chapter Strategic Plan is a separate document that has been developed to propel the chapter through 2010 and position the chapter for growth in the future through 2015.

8.2 Member Renewal Plan

Membership Mission: The mission of the INCOSE CSRA Chapter is to establish and grow a core membership to sustain a broad constituency within the North and South Carolina, and Georgia regional area that reaches across industry sectors, professions and institutions of higher learning.

Membership Vision: The INCOSE CSRA Chapter has a total membership of approximately 20 persons, and is composed of elements with a broad and diverse professional, academic and experiential background. Our members are intellectually stimulated, active in their fields, and apply SE principles, methods, processes and tools in their industry sectors, and in academic settings. The chapter is actively involved in bringing SE to new applications, enterprises and personal development opportunities within the SC-GA region, which leads to increasing employment opportunities in technology and industrial sectors. We retain at least 80% of active members, year-after-year.

Goals: Our Mission is accomplished through achieving the following goals.

1. **GROWTH & RETENTION:** through chapter advertising and annual programs; personal contacts by members to introduce others to INCOSE; and through academia, both professors and students.

Each year, following the end of the membership renewal grace period, INCOSE HQ generates a list of members who have allowed their membership to lapse. The process that the CSRA Chapter uses to increase our renewal rate is as follows:

1. An email is sent to all those identified as non-renews gently reminding them that they haven't paid (See Appendix B for an example)
2. If the email fails, a phone message is left letting them know that their membership has lapsed. The chapter officers will take an action to divide up the list of non-renewals for follow up.

2. **DIVERSITY:** by maintaining demographics characterized by broad, multi-industry sector participation, varied educational backgrounds, discussions with professional, academia and retiree segments, and participation by self-employed consultants in SE.

3. **SERVICE:** identify and meet member needs for development and growth in the following areas:

- Intellectual stimulation and growth in understanding SE.
- Broaden and enable professional development through networking, resume sharing, links to job postings and recruitment opportunities.
- Improve understanding of applied SE in the following areas: people, processes, methods, tools, training, and environment.
- Increase awareness of how/who are other firms/individuals implementing SE concepts, methods, tools within our regional area.

- Foster interoperability with other professional societies in our regional area.
- Offer opportunities for our members to participate in national INCOSE groups and conferences / symposia / seminars, and formal/informal education opportunities and certification.

RESOURCE NEEDS:

The Membership Committee should be composed of a Director and perhaps one representative from the following geographical concentrations:

- a) Augusta
- b) Aiken
- c) North Augusta
- d) Other; if willing and able. By conference call if available.

Other committee members should be recruited from the major universities as the CSRA Chapter gains entry and opportunity to partner with those institutions and their faculty. The following are Universities in our area:

- a) University of South Carolina – Aiken
- b) University of South Carolina (Main Campus; Columbia, SC)
- c) Clemson
- d) Augusta Tech
- e) Aiken Tech
- f) Troy State (Augusta Campus)

Notes from INCOSE Headquarters guidelines, web site and By Laws template:

INCOSE Membership Committee: The Membership Committee provides an abundance of free informational and recruiting literature. Other useful items are available for purchase. The list of available items continues to grow and many of the items are posted on the INCOSE web site. They also may be requested by contacting the Membership Chair (contact information is listed in every issue of *INSIGHT* and on the INCOSE web site.)

INCOSE Central Office: The Central Office administers the official membership database. They can search membership lists by Zip Code or country to identify current or former members in an area. They are also the prime contact for member services and publications. Contact information is listed in every issue of *INSIGHT* and on the INCOSE web site.

8.3 Ambassador Plan

The Ambassador Plan is described here and a static copy of the ambassador list is maintained. The ambassador list is a dynamic contact list that needs to be updated regularly by the Membership Director. It includes contact names and e-mail address of members and other contacts that will promote the activities and goals of the CSRA Chapter.

8.4 Publicity Plan

The main publicity channel for the CSRA Chapter is by sending announcements and newsletters by e-mail. All members and ambassadors have e-mail accounts and this has been found as the best way to inform members and interested parties of local, regional, and international events.

Another channel of publicity is posted notices on bulletin boards at the Savannah River Site.

A tri-fold pamphlet has been developed to describe the goals and benefits of INCOSE and the CSRA Chapter. This is part of the member renewal plan and will be distributed as determined by the BOD and local members.

Newspaper or additional advertising will be used when determined necessary by the BOD.

9 Processes

9.1 Budget

The budget preparation for the next year will occur from September through December of each operating year with a finalized budget presented to the BOD for review and approval in December.

In October and November, each elected officer submits a plan of expected revenues and expenses to the Treasurer for incorporation into an overall CSRA budget. During November, the Treasurer develops the program income statement and balance sheet, and reconciles any discrepancies with the officers. The Treasurer submits the final program income statement and balance sheet to the entire BOD for review and approval in December. After BOD approval, the budget is submitted into the chapter minutes for record, and then becomes the baseline budget for operations during the next calendar (fiscal) year.

9.2 Membership Dues

Members send their dues directly to the International Council, who provides a per-member credit to the CSRA Chapter. The Membership Committee Chairman and Treasurer are responsible for the reconciliation of membership dues, applications, and member information.

9.3 Meetings

The chapter schedules BOD Meetings and general membership meetings as called out in this plan. Ad hoc meetings may also be held as needed by committees or subcommittees of the chapter and may or may not fall under the general operating plan. The following table presents the normal operating meetings of the CSRA, along with the target month in the operating year:

MEETING	MONTH(S)
BOD Meetings	Bi-Monthly
General Membership Meetings	Monthly
Working Group Meetings	As established by the working groups
International Workshop	February 2010
International Symposium	July 2010

9.4 Elections

The Nominations and Elections Committee, chaired by the Past President, call for nominations for officers and directors during September and present its validated slate to the general membership at the October meeting. Elections will be conducted by e-mail during October. Newly elected officers and directors are announced in November. Newly elected officers and directors take office on 1 January at the beginning of the new operating year. Terms of office for chapter officers and directors for 2010 are as follows:

Officers:

President:	Jan 1, 2010 - Dec 31, 2010, plus 1 year (2011) as Past President
Past President:	Jan 1, 2010 - Dec 31, 2010
President-Elect:	Jan 1, 2010 - Dec 31, 2010, plus 1 year (2011) as President and 1 year (2012) as Past President
Treasurer:	Jan 1, 2010 - Dec 31, 2010 (1 year term)
Secretary:	Jan 1, 2010 - Dec 31, 2010 (1 year term)

Directors:

Program Chair:	Jan 1, 2010 - Dec 31, 2010 (1 year term)
Communications Chair:	Jan 1, 2010 - Dec 31, 2010 (1 year term)

9.5 Member Communications

Information deemed pertinent by the BOD will be disseminated throughout the membership of the CSRA. This includes, but is not limited to, all meeting minutes, communications from the Council, and announcements of technical and/or business meetings related to systems engineering and INCOSE.

9.6 Newsletter

The chapter newsletter will be published bi-monthly starting in January of 2010, and continuing each year. The newsletter will contain information of interest to the general membership about activities within the CSRA, within the INCOSE region, and at the international level. The newsletter will be e-mailed to all members of the CSRA. It will also be distributed to universities within CSRA boundaries, to the CSRA Chapter (officers, directors, and committee chairs), and the CSRA ambassadors.

9.7 Mail Handling

Chapter mail is sent to the chapter President. The President then forwards all necessary mail to the Secretary for general INCOSE information or the Treasurer for (financial information). The Secretary will file or distribute the mail as needed.

9.8 Working Groups/Interest Groups

There are no working and interest groups currently operating with membership from the CSRA Chapter.

When a working or interest group is established, each is bound by the INCOSE standards of operation for technical groups and is obliged to provide knowledge and/or products to the chapter membership; and, if applicable, to INCOSE at large.

10 INTERNATIONAL INTERFACES

10.1 Operations

All chapter operations will adhere to the CSRA Chapter Bylaws as agreed to by the international level of INCOSE. Any deviation, deletion, or addition must be coordinated with and approved by the Council. Operations at the chapter level will fall under the general guidance of comparable committees at the Council. Yearly operating plans will be reviewed by the general membership of the chapter, approved by the BOD, and then submitted to the international level for concurrence. Any changes to the CSRA Chapter Strategic Plan will also be concurred with at the Council level.

10.2 Membership

The membership database is always reconciled with the Council database before the close of the current operating year (December time frame). Periodic updates (quarterly) will be performed with the cooperation of the Council. In the interim and until such time that the Council places an electronic database on-line through the efforts of the Council membership committee, all membership reconciliation will be performed with the assistance of the International Managing Executive.

New member applications and dues may come through the local chapter or through the Council. membership applications submitted at the chapter level will be forwarded to the INCOSE central office. Submittals directly to the Council will require the CSRA Chapter to collect member data from the Council and apply the appropriate discount on chapter membership dues sent to the Council.

10.3 Communications

External communications with INCOSE is the responsibility of the chapter Communications Committee Chairman, who will handle all direct communications with the Council, unless otherwise necessary for the normal and direct execution of CSRA operations. The Chairman (or a designated Communication Committee member) will be the direct point-of-contact with the Council for formal chapter 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 CSRA or his/her designate will approve all communications between the local chapter and the Council.

10.4 Regional Teleconference

The President and other chapter officers often participate in a teleconference with other chapters' officers called by the Regional Director. This provides an opportunity for coordination and discussion of topics of mutual concern and of concern to the International Council.

APPENDIX A: *Input package for the Chapter Awards and Recognition Program*

A.1 *Circle Awards Point System*

The Circle awards are based upon a cumulative point system. This point system consists of objective measures of chapter effort in seven primary areas plus a small subjective component to

A.2 *Chapter Awards Timeline*

Jan 1 – Dec 31	Maintain chapter records and supporting documentation on an ongoing basis throughout the year
Jan 15	Chapter packets including supporting documentation due to INCOSE Headquarters. Electronic submissions preferred with hardcopy supporting materials accepted as required.
Int. Workshop	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	Review of all chapter packets completed by Chapters Committee. Following items submitted to the Awards Board: <ul style="list-style-type: none">• 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	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: <ul style="list-style-type: none">• 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	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.

INCOSE Ambassador Mailing List

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.

A.3 Chapter Awards Points

The points for the chapter are determined by activities accomplished by the chapter during the year. The guidelines are listed on the Council web-page at www.incose.org.

INCOSE Ambassador Mailing List

APPENDIX B: *Member Reminder*

Dear CSRA INCOSE Chapter Member:

The latest membership records from INCOSE Central indicate that your membership in INCOSE has lapsed. If this is an omission on your part (the check is in the mail or you just forgot) or, an error on the part of INCOSE, please contact INCOSE HQ at their toll-free number 1-800-366-1164 8:30am-5pm PST or info@incose.org to confirm your payment or renew your membership. This will ensure that you continue to receive Insight and the SE Journal.

If you do intend to continue your membership in INCOSE, let me know via return e-mail so that I can make sure you continue to receive the latest information on local activities via the chapter email reflector.

If you've chosen not to renew at this time, please take a moment to send me a brief e-mail explaining why and perhaps forwarding any suggestions on improvements that the CSRA chapter or HQ might undertake to add value to your membership in INCOSE.

We hope that you'll continue to participate in our events. Please bookmark us on the Internet to obtain the latest information on local and int'l meetings, and the upcoming 2010 International Symposium to be held in Chicago next July:

INCOSE WWW page <http://www.incose.org>

Regards,
Doug Berry
President ('10)
CSRA INCOSE Chapter