PD-003: Secretary

– 12-Dec-2006

The INCOSE Secretary is an elected, Officer Position with a two-year term of office. The Secretary serves as a member of the Executive Committee and a voting member of the INCOSE Board of Directors. As Secretary, this officer formulates agendas for all BOD and EXCOM business meetings, records the official proceedings and attendance at these meetings.

Responsibilities:

• Prepares Agendas for all EXCOM and BOD meetings
• Records and maintains minutes and attendance of all proceedings of the members and board of directors
• Maintains an INCOSE membership list, including the addresses of the members
• Provides guidance and assistance to U.S. Chapters on incorporation matters
• Participates in all BOD and EXCOM meetings
• Participates on other committees as assigned

Authority:

• Officer of the Corporation
• Member of the Executive Committee
• Member of the Ways & Means Committee
• Voting Member of the BOD
• Functional Owner of the following INCOSE Policies: ADM – 100, 101, 102 & 103, BOD-100, CMT-100, ELC-100, MET – 100, MGT – 200, & WMC - 100

Accountability:

• As stipulated in the INCOSE Bylaws, ADM -101 and BOD -100

Required Skills:

• Demonstrated dedication to INCOSE’s mission, values, and organizational growth
• Demonstrated management experience at the organizational level
• Strong oral and written communications skills
• Able to communicate effectively across international and cultural boundaries