PD-011: Director for Communications

– 23-Sept-2009

The INCOSE Director for Communications is an elected, Director at-Large position with a three-year term of Office. The Director of Communications is a voting member of the INCOSE Board of Directors and focuses on the effective positioning and promotion of INCOSE, its products, and services, utilizing a variety of communication modes. The role of the Director of Communications is focused on maintaining the many channels for communications, such as website, publications and electronic bulletins.

Responsibilities:

- Develops an Annual and Strategic (Five Year) Communications Plan
- Contributes to the INCOSE Long Range and Annual Operating Plans
- Supports INCOSE's dissemination and outreach efforts
- Publishes Quarterly INCOSE Insight Newsletter
- Publishes Periodic electronic bulletins
- Oversees publication of INCOSE journals: Systems Engineering and Enterprise Transformation
- Directs the content of the INCOSE Website
- Participates in all BOD meetings
- Serves on other committees as assigned

Authority:

- Voting Member of the BOD
- Chairs the Communications Committee
- Functional Owner of INCOSE Policies: COM -100,101 and 102

Accountability:

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

Compliance with directives on conflict of interest and all policies and procedures of the organization.

Required Skills:

- Strong oral and written communication skills
- Able to communicate effectively across international and cultural boundaries
- Experience in developing supporting materials for an effective communications campaign
- Experience in performing market analysis and product positioning studies
- Budgeting and planning skills: able to write and implement a strategic and operations plan, and able to read, interpret and analyze financial statements
- Able to form and motivate a team of persons, both volunteers and contractors, competent to support the communication needs of INCOSE