

## **2011 Operating Plan**

**Hampton Roads Area Chapter of the  
International Council on Systems Engineering  
(HRA-INCOSE)**

## Approval

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## **1.0 Introduction**

This operating plan provides the detailed operating activities for the HRA Chapter of the International Council on Systems Engineering (INCOSE). This plan will be updated on a periodic basis, but no less than once a year, to reflect current activities, objectives and historical information.

## **2.0 Operating Year**

The fiscal and operating year of the HRA Chapter runs from 1 January through 31 December of each year.

## **3.0 Organization and Committees**

The HRA Chapter Board of Directors (BOD) consists of the following positions:

- **President**
- **Past President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **Web Master**
- **Director-at-Large for Programs**
- **Director-at-Large for Communications**
- **Director-at-Large for Membership**
- **Director-at-Large for University Liaison**
- **Director-at-Large for Publications**
- **Director-at-Large for Training and Education**

### ***3.1 Chapter Goals***

The objectives of the INCOSE HRA Regional Chapter are to:

1. Host conferences to promote systems engineering and expand the knowledge in the HRA.
2. Prepare systems engineers for certification. Provide venues for the certified members to earn education credits through attending chapter events. (required for re-certification)
3. Reach out to students and get more student involvement.
4. Increase member involvement
  1. Increase participation in sponsored activities by 15% per year
  2. Increase membership

5. Continue to support other organizations and other engineering activities in the area
6. Perform at the Gold Level (Gold Level criteria for Chapter Awards can be found on [www.incose.org](http://www.incose.org)). International Circle Awards and Chapter Awards can be found in Appendix A.

### **3.2 Current Activities**

The HRA Chapter's vision is "Become the best source for Systems Engineering for Hampton Roads Area by establishing SE excellence as a chapter".

- The HRA Chapter will support the Peninsula Engineering Council (PEC) by providing nominees for Engineer of the Year and Doug Ensor Award, by providing officers for judging process and by supporting the banquet event.
- The Chapter will have representatives attend NASA's engineering week activities.
- The Chapter will organize seminars and technical exchanges.
- The Chapter will organize social gatherings to provide networking opportunities for its members.
- The Chapter will organize monthly dinner meetings with speakers that offer interesting and challenging systems engineering presentations.

### **3.3 Officer Activities**

#### **Board of Directors – General**

The Board of Directors of the INCOSE HRA Chapter shall have the roles and responsibilities to:

- Direct and manage the affairs of the Chapter.
- Take the necessary actions to address the day-to-day operations and special considerations associated with the INCOSE HRA Chapter.
- Serve at least one-year term.
- Transact the business of the Chapter when the membership is not in session.
- Prepare, distribute and update the documentation required for the management and operation of the Chapter.
- Implement the Chapter policy as determined by the membership.
- Approve the budget and authorize the expenditure of funds.
- If necessary and/or appropriate, approve arrangement for administrative or other support or approve allocation of contracting these functions to an external agent or agency.
- Maintain cognizance of systems engineering issues and topics that affect industry, and keep the BOD and Chapter membership apprised of developments.
- Contact industry companies and organizations in the geographic area assigned to the Chapter to determine their interest and involvement in systems engineering issues and programs.

- Maintain cognizance of systems engineering issues and topics that affect government, and keep the BOD and Chapter membership apprised of developments.
- Contact government organizations in the geographic area assigned to the Chapter to determine their interest and involvement in systems engineering issues and programs.

### **President**

The President of the INCOSE HRA Chapter is responsible for the overall management and planning for the Chapter, and will have the authority and responsibility to:

- Provide leadership and coordination of Chapter affairs, and coordinate all activities of the Chapter.
- Preside at Chapter meetings/sessions and meetings of the BOD.
- Represent the Chapter with INCOSE Central.
- Work with INCOSE Central and Region V Directors to coordinate Chapter activities as required.
- Provide routine input to INCOSE Central and Region V Directors as required, and respond to requests.
- Whenever possible, attend national and international INCOSE meetings and symposia as the representative of the Chapter.
- Serve as the facilitator and primary reviewer for key functional documents for the Chapter, such as the Operating Plan and the Strategic Plan; facilitate specifying the mission and goals of the Chapter for the current BOD tenure and the basis for subsequent years.
- Write a President's message for each issue of the Chapter newsletter.
- Verify the Chapter calendar of events and planning for upcoming activities.
- When applicable and appropriate, coordinate Chapter activities and events with other local INCOSE Chapters and other non-local Chapters as may be advantageous to the Chapter.
- Actively promote the chapter by maintaining contact with the Board, chapter members, other chapters, sponsors, supporting organizations and other persons and organizations important to the advancement of the chapter.
- Assign tasks as appropriate to members of the Board of Directors
- Develop and update the Strategic Plan for the Chapter.
- Maintain a schedule of activities and milestones required for the planning and execution of long-term Chapter commitments, activities, and key developments.

### **Vice President**

The Vice President of the INCOSE HRA Chapter is responsible for supporting the President, and will have the authority and responsibility to:

- Assist the President as required in the conduct of his/her duties, and assume the duties of the President when the President is absent or at her/his request.
- Perform any other BOD-related duties required or assigned by the Board of Directors.
- Succeed to the position of the President if the President resigns or otherwise cannot perform his/her duties. Upon completion of the President's term, if there are no other nominees for succession, the Vice President will succeed the President if the Vice President so consents.
- Maintain, update, and interpret the Chapter Operating Plan.
- Perform all necessary function to help the section grow, including:
  - Assist the Membership Chair with membership drives, member services, and be an active member of the Membership Committee.
  - Work with the Programs Chair on meeting schedules and presentations, and assist in recruiting the most suitable and highest quality presentations.
  - Serve as point-of-contact for revisions to the Constitution and bylaws.
  - Provide input and articles for the newsletter as needed.
  - Track, document items, generate and deliver the report for verification of the chapter awards to be submitted to the INCOSE Chapters Committee Chair.

### **Past President**

The Past President of the INCOSE HRA Chapter is responsible for supporting the President, and will have the authority and responsibility to:

- Assist in directing and managing the affairs of the Chapter as requested.
- Serve as point-of-contact for revisions to the Constitution and bylaws.
- Advise the current President as required in the conduct of his/her duties.
- Serve as a reviewer and commenter on documents and input as required by the current President.
- Verify the annual Secretary's and Treasurer's Reports.
- Support the execution of the Chapter Operating Plan and Strategic Plan.
- Support and participate in Chapter election activities.
- Represent the Chapter in meetings, symposia, and other gatherings in support of the current President.
- Provide input and articles for the newsletter as needed.
- Provide input for "lessons learned," and lead process improvement initiatives.

### **Secretary**

The Secretary of the INCOSE HRA Chapter is responsible for supporting the President, and will have the authority and responsibility to:

- Record, prepare, maintain and distribute the minutes of each meeting of the INCOSE HRA Chapter and the Board of Directors in a timely manner.
- Maintain the archive/files of all permanent records of meetings and gatherings.
- Establish and maintain the History of the Chapter for use by the BOD and other committees.
- Advise the BOD of required administrative actions and reports and maintain required administrative reports.
- Provide a summary of action items at monthly BOD meetings.

### **Treasurer**

The Treasurer of the INCOSE HRA Chapter is responsible for supporting the President, and will have the authority and responsibility to:

- Be responsible for the financial affairs of the Chapter.
- Be responsible for the collection, safekeeping and distribution of all Chapter funds.
- Sign checks and pay bills for the Chapter as authorized by the President.
- Receive all funds paid to the INCOSE HRA Chapter, including all income collected by committees or subcommittees, or members of the BOD, and ensure that funds are accounted for and are auditable.
- Draft the annual budget based on inputs from the BOD for approval, and prepare the final Chapter budget.
- Prepare monthly reports on income and expenses against the budget, and present report summaries at monthly BOD meetings.
- Prepare, maintain and report as directed on the financial position of the Chapter in relation to the approved budget.
- Prepare the annual financial report for INCOSE headquarters and work with the Audit Committee as required.
- Keep an exact account of all receipts and expenditures for submission to the INCOSE Central at the end of each fiscal year.
- Prepare an annual report on the financial affairs of the INCOSE HRA Chapter to the HRA Chapter membership and to INCOSE Central. Prepare the financial information input required for the update of the annual Chapter operations plan.
- Serve as point of contact for all Chapter events for reservations and the receipt of monies.
- Provide back up mail collection and distribution for the Secretary.
- As appropriate, collect and record fees for each attendee at regular meetings of the Chapter (e.g., to cover snacks, drinks, etc.).
- Develop and submit for BOD approval an operating budget of estimated expenditures and receipts.

- Review and approve the acquisition and management of real or personal property or other value, and direct the holding of property absolutely or in trust, and to invest, reinvest, and manage property and apply this property and any resulting income to the objectives of the INCOSE HRA Chapter.
- Advise the BOD with regard to allocating funds of the INCOSE HRA Chapter for the purposes of carrying out the objectives of the INCOSE HRA Chapter.
- Prepare occasional articles for the Chapter newsletter.
- [Optionally, and at the Treasurer's discretion] Convene a Budget & Finance Committee to support financial management for the Chapter and assist the Treasurer in the conduct of assigned duties.
- Work to actively increase the public presence and outreach of the Chapter.

### **Director-at-Large for Membership**

Director-at-Large for membership of the INCOSE HRA Chapter is responsible for supporting the President, and will have the authority and responsibility to:

- Maintain the current official membership records of the Chapter.
- Provide monthly membership reports to the BOD.
- Evaluate the local member information and records against the INCOSE Central databases, resolve discrepancies and act as a point of contact with INCOSE Central.
- Develop and implement methods to expand the membership of the Chapter, including (but is not limited to):
  - Sending invitations to potential new members.
  - Sending solicitations and programs (a joint activity with the Programs Committee) to corporate, government, and academic sponsors.
  - Follow-up to convert interest to membership, and retention of existing members.
- Conduct outreach to students and young engineers by defining and implementing methods to nurture systems engineering career goals in graduate and undergraduate students, as well as young engineers.
- Establish, maintain, and update the membership database on a regular basis, and provide the database to the BOD and committees.
- Prepare and mail a welcome letter to each new chapter member
- Send out reminders (i.e., in the June/July time period) to Chapter members to prompt paying INCOSE dues.
- Update the Chapter activities and dates in the Chapter Operating Plan.
- Prepare information package for new members, sponsors, and INCOSE representatives.

- Support the solicitation of corporate, government, and academic sponsors to support Chapter membership expansion.
- Maintain an e-mail distribution list for forwarding e-mail messages to Chapter members.
- Conduct an annual membership survey to solicit opinions on Chapter issues.
- Provide a summary of activities at monthly BOD meetings.
- Prepare occasional articles for the Chapter newsletter.

### **Director-at-Large for Programs**

The Director-at-Large for Programs of the INCOSE HRA Chapter is responsible for supporting the President, and will have the authority and responsibility to:

- Arrange the Chapter membership business meetings and program meetings.
- Plan, develop and organize meeting formats and topics, moderators, and locations to promote Chapter participation in technical activities (e.g., panel discussions, debates, brainstorming sessions, etc.).
- Actively recruit Guest Speakers and presenters for monthly Chapter meetings, coordinate all activities with the speakers, and provide awards presentations.
- Set up meetings, including establishing meeting locations and arranging for amenities.
- Plan and execute other Chapter program activities of special, technical, and social natures not specifically assigned to another Chapter committee.
- Maintain liaison with the INCOSE Central Technical Leadership Team (TLT) as required with regard to program activities and content.
- Provide technical information of interest to the chapter (e.g., handouts, announcements of conferences and workshops, newsletter articles, solicitations for volunteers).
- Coordinate with other INCOSE chapters and organizations for meetings, technical presentations, and other coordinated gatherings, and provide the Chapter Director-at-Large for Communications with announcement, notices or information for distribution.
- Propose the basis and structure for assessing registration fees for special meetings and gatherings.
- If decided as a course of action by the BOD, be responsible for setting up the logistics for tutorials and seminars, including coordination of all tutorial activities (e.g., facilities, announcements reviews of materials, finances, etc.).
- In the event that the HRA Chapter is selected for a national or international symposium, support the BOD in overseeing the symposium planning and requirements.
- Prepare a Program Committee guide for use by subsequent Directors-at-Large for Programs.
- Ensure the quality of program content by focusing on technical and educational aspects of systems engineering, but also include social and public service programs as the BOD approves. With regard to technical content, programs shall have the objectives of

stimulating discussion and thinking, and supporting INCOSE Central efforts in relevant areas such as:

- Systems Engineering Process - analyzing and developing accepted systems engineering processes applicable to all industries and government. These will be accepted at the local, regional, and international levels.
  - Systems Engineer Growth - establishing requirements and measurements for developing and maintaining the skills needed by systems engineers.
  - Methodologies and Tools - identifying methods, techniques, models, terms, and tools for performing systems engineering.
  - Body Of Knowledge - developing and maintaining a library of knowledge for use by HRA Chapter systems engineers.
  - Benchmarks - developing benchmark processes, metrics, and templates for systems engineering.
  - Standards Review - establishing contact and supporting the interaction with standards developing and approving organizations and their products that affects systems engineering.
- Provide a summary of activities at monthly BOD meetings.
  - Prepare occasional articles for the Chapter newsletter.

### **Director-at-Large for Communications**

The Director-at-Large for Communications of the INCOSE HRA Chapter is responsible for supporting the President, and will have the authority and responsibility to:

- Develop and maintain a Communications Plan for managing communications and outreach activities.
- Disseminate information among Chapter members, publicize the events and activities of the Chapter, publicize open committee slots, and disseminate election material.
- Develop and implement methods to communicate within the chapter and with the systems engineering community at large.
- Assist the BOD in communicating INCOSE products and services to members and interested parties.
- Educate members on their access rights to INCOSE Connect, and support assignment of login and password allocation.
- Establish and update the HRA INCOSE mailing list from data provided by the Membership Committee or as required provide mailing lists for special programs sponsored by the Programs Committee.
- Obtain INCOSE briefing materials for Chapter promotion and mail/distribute as appropriate.

- Prepare marketing materials, letters, and other information for distribution to companies, government agencies and academia.
- Distribute meeting schedules, announcements, etc., for the Chapter as provided by Programs Committee or as directed by the BOD, by e-mail or in the Newsletter, as appropriate.
- 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, AIAA, PMI, etc.) as directed by the BOD.
- Provide a summary of activities at monthly BOD meetings.
- Distribute the Chapter Newsletter.
- Facilitate the Chapter correspondence as requested by the president or the BOD.
- Maintain/update the list of Chapter members and contact information; actively verify membership information with INCOSE Central.
- Work to actively increase the public presence and outreach of the Chapter.

#### **Director-at-Large for Publications**

The Editor and Publisher of the INCOSE HRA Chapter Newsletter is responsible for supporting the President, and will have the authority and responsibility to:

- Provide input to the Communications Plan.
- Edit and Publish the Chapter newsletter.
- Provide an electronic copy of the Chapter newsletter to the Director-at-Large for Communications.

#### **Director-at-Large for University Liaison**

The Academia Representative Board Member of the INCOSE HRA Chapter is responsible for supporting the President, and will have the authority and responsibility to:

- Maintain cognizance of academic issues relevant to systems engineering, and keep the BOD and Chapter membership apprised of developments.
- Contact academic organizations in the geographic area assigned to the Chapter to determine their interest and involvement in systems engineering issues and programs.
- Serve as the Chapter focal point for expertise regarding systems engineering academic and educational issues, questions, and requests.
- Develop the criteria for startup and operation of student chapters, and implement an outreach program to determine which educational institutions may be interested in maintaining student chapters; support the startup of these chapters.

- Serve as the focal point for academic participation with regard to promotion of systems engineering in the community (e.g., judging science fairs, supporting Engineers Week, etc.).
- Review and provide evaluation of prospective tutorial content to the BOD.
- Arrange Chapter sponsorship by and/or other interrelations with academic and teaching organizations.
- Provide a summary of activities at monthly BOD meetings.
- Prepare occasional articles for the Chapter newsletter.

### **Webmaster**

The Webmaster Board Member of the INCOSE HRA Chapter is responsible for supporting the President, and will have the authority and responsibility to:

- Maintain Chapter website and solicit input for the website content.
- Ensure linkage of the Chapter website to the INCOSE Central website and any other appropriate links (e.g., sponsoring organizations, events, etc.).
- Update the Chapter web page on a timely basis

### **3.4 Tutorials**

The HRA Chapter will support and encourage and promote the discipline of Systems Engineering and CSEP certification by communicating to the HRA-INCOSE membership all available opportunities for training and tutorials. It is the goal of the chapter to continue to host a Systems Engineering focused fall event during 2011.

## **4.0 Chapter Activities**

The HRA Chapter will hold its chapter BOD meetings as a teleconference, unless stated differently in the meeting notice. There will be one face to face meeting every two months. The Chapter also will hold monthly dinner meetings on the third Wednesday of the month. They will be open to everyone and checks will be paid separately unless stated differently in the meeting flyer. A plan of events for the current membership year can be found in Appendix B.

### BOD Meeting Schedule:

Third Wednesday of the Month (varied as needed)

12:00 to 1:00 PM teleconference

### Reservations and Program Information:

Dial in Phone Number: 1-800-201-2375 Participant Passcode: 1030065#

## **5.0 Budget**

### **5.1 General**

The HRA Chapter will provide the Annual Chapter Budget to the INCOSE Central. The budget will show revenue and expenses for all function areas. Assumptions associated with the Expected revenue will be determined from the INCOSE Central Membership and will be dispersed twice annually.

Budgets for the next fiscal year will be developed during the period of September through December. Budgetary process is Treasurer's responsibility, 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.

All officers who submit budget requests will separate the requests based on urgency (e.g., needed now, desired over time).

Areas of 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.

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

Appendix C presents the HRA Chapter Annual Budget.

### **5.2 Revenues**

INCOSE Central rebates to HRA Chapter a portion of each HRA Chapter member's INCOSE annual dues. HRA Chapter receives a check twice per year from INCOSE Central Treasurer representing the chapter allocation of the annual dues for all members in the HRA Chapter. Currently HRA Chapter receives a percentage of the INCOSE annual membership for each member affiliated with HRA Chapter.

Residual revenues after covering meeting expenses (food/beverage/etc) will be held in reserve to cover future meeting expenses including, but not be limited to, 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 HRA Chapter expenses. Special donations are a revenue option for funding for specific expenses of the HRA Chapter. At the current time, no special donations are planned.

Other potential sources for future revenue include, but are not limited to, company assistantships, 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 meeting expenses will include, but not be limited to, meal related expenses, location reservation expense, chapter awards, 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 distributed via e-mail and 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, post office box, 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**

The Treasurer will prepare a report concerning the previous year's HRA Chapter financial records. The Treasurer will prepare an annual financial report for the previous fiscal year and submit it to the INCOSE Central by 31 January of each year.

## **6.0 Membership**

### **6.1 Membership Dues**

Membership dues are in accordance with the policies set forth by the Council. In specific, dues are set on a sliding scale in accordance with the level of membership available, i.e., student and individual. Categories of membership include: Senior, Student, and Regular membership.

### **6.2 Membership Targets**

The HRA Chapter has adopted this philosophy in targeting the membership at the local level.

- *The established goal for the HRA Chapter is to achieve 5% growth in membership each year.*

### **6.3 Membership Drive**

HRA Chapter focus for membership this year will include large government agencies, government contractors and academic institutions that practice and teach systems engineering. The HRA Chapter membership area includes government employers such as NASA, government contractors such as Northrop Grumman, Booz Allen Hamilton and academic institutions such as Old Dominion University.

### **6.4 Member Communications**

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

## **6.5 *Newsletter***

The goal for the frequency of the HRA Chapter Newsletter is that it will be published quarterly. The Newsletter will contain information of interest to the general membership about activities within the HRA Chapter, within the INCOSE region, and at the International level. The Newsletter will be posted on the web site for all members of the HRA Chapter. It will also be distributed to members via e-mail.

## **6.6 *Mail Handling***

The Director-at-Large for Communications will oversee the handling of all mailings.

## **6.7 *Working Groups/Interest Groups***

The HRA Chapter will form working and interest groups as deemed appropriate to benefit HRA area businesses and universities.

# **7.0 *International interfaces***

## **7.1 *Operations***

All HRA Chapter operations will adhere to the HRA Chapter Constitution and bylaws as agreed to by INCOSE Central. Any deviation, deletion, or addition must be coordinated with and approved by INCOSE Central. Operations at the HRA Chapter will fall under the general guidance of comparable committees at the Council. Yearly Operating Plans will be approved by the General Membership of the HRA Chapter, and then sent to the International level for concurrence. Any changes to the HRA Chapter Strategic Plan will also be concurred with at INCOSE Central.

## **7.2 *Membership***

The membership database is always reconciled with INCOSE Central 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 INCOSE Central places an electronic database on-line through the efforts of INCOSE Central 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 INCOSE Central. Membership applications submitted at the chapter level will be forwarded to the INCOSE Central office. Submittals directly to INCOSE Central will require HRA Chapter to collect member data from INCOSE Central and apply the appropriate discount on chapter membership dues sent to the Council.

## **7.3 *Communications***

External communications with INCOSE is the responsibility of the HRA Chapter Director-at-Large for Communications, who will handle all direct communications with the Council, unless otherwise necessary for the normal and direct execution of HRA Chapter operations. The Director will be the direct point-of-contact with INCOSE Central for HRA Chapter 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 HRA Chapter or his/her designate will approve all communications between the local chapter and the Council.

## **APPENDIX A: International and Chapter Awards and Recognition Program**

### **A.1 International Circle Awards Point System**

The HRA chapter goal will be the Gold Award for 2011.

### **A.2 Chapter Awards**

**Best Presentation** The BoD will nominate in October, vote in November, and award a plaque or other appropriate memento at the December chapter meeting to the HRA Chapter member who made the best presentation of the year (non-HRA Chapter presenters are not eligible).

**Best Speaker** The BoD will nominate in October, vote in November, and award a plaque or other appropriate memento at the December chapter meeting to the speaker who performed the best skill in presenting his/her material.

## APPENDIX B: Current Year Chapter Events

Date	Proposed Event	Location	RSVP and Contact	Information
Thursday 20 January	Installation of Officers K. Moses	Todd Jurich's Bistro Norfolk, 5:30 – 8:00pm	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details
Wednesday 23 February	Teleconference	Teleconference: 1 (800) 201-2375 Participant Passcode: 103006#		Agenda
20 – 26 February	National Engineer's Week			
Wednesday 23 February	Behavioral Models and Improved Quality in Architecture-Centered Engineering Jake Jacobson (SAIC)	Bensi, Ristorante Italiano Peninsula Town Center Hampton, 5:30 – 8pm	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details
Thursday 17 March	Teleconference			Agenda
Thursday 17 March	Executable Architecture Modeling Mike Spitz (SAIC)	Bensi, Ristorante Italiano Peninsula Town Center Hampton, 5:30 – 8pm	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details
11 – 15 April	DoD Enterprise Architecture Conference	<a href="http://www.DoDEnterpriseArchitecture.Org">www.DoDEnterpriseArchitecture.Org</a>		Flyer with details
Wednesday 21 April	Teleconference	Teleconference: 1 (800) 201-2375 Participant Passcode: 103006#		Agenda
Thursday 21 April	Knowledge-Based Validation for SoS Architecture Johnny Garcia (SimIS)	Portsmouth (TBD)	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details
Wednesday 18 May	Teleconference	Teleconference: 1 (800) 201-2375 Participant Passcode: 103006#		Agenda
Thursday 19 May	Chapter Meeting TBD	TBD	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details
Wednesday 8 June	Teleconference	Teleconference: 1 (800) 201-2375 Participant Passcode: 103006#		Agenda
11 June	Annual Wine & Cheese Social	Reed-Waddell Home Suffolk	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Agenda
20-23 June	INCOSE International Symposium	Denver, CO		Flyer with details
Thursday 21 July	Teleconference	Teleconference: 1 (800) 201-2375 Participant Passcode: 103006#		Agenda
Wednesday 20 July	Architecture and Human Views Dr. Holly Handley (ODU)	Virginia Beach or Norfolk (TBD)	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details

Wednesday 24 August	Teleconference	Teleconference: 1 (800) 201-2375 Participant Passcode: 103006#		Agenda
Thursday 25 August	Chapter Meeting TBD	TBD	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details
Wednesday 21 September	Teleconference	Teleconference: 1 (800) 201-2375 Participant Passcode: 103006#		Agenda
Thursday 22 September	Chapter Meeting TBD	TBD	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details
Wednesday 19 October	Teleconference	Teleconference: 1 (800) 201-2375 Participant Passcode: 103006#		Agenda
Wednesday 19 October	Chapter Meeting TBD	TBD	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details
Wednesday 2 November	Face-to-Face BoD Meeting	Conference Site		Agenda
Wednesday and Thursday 2-3 November	Annual conference	TBD	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details
Wednesday 14 December	Teleconference	Teleconference: 1 (800) 201-2375 Participant Passcode: 103006#		Agenda
December	Xmas party	Reed-Waddell Home Suffolk	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Flyer with details
12 January	Installation of Officers	TBD	<a href="mailto:William.c.bishop@saic.com">William.c.bishop@saic.com</a>	Agenda

## **APPENDIX C: Chapter Budget**