

PDD - 002 : President-Elect

5-Feb-20

Position Description:

The INCOSE President-Elect is an elected, Officer Position with a two-year term of office. The President-Elect serves as a member of the Executive Committee and a voting member of the INCOSE Board of Directors. As Chief Operating Officer for the Corporation, the President-Elect Chairs the Budget and Planning Committee, which develops and maintains the INCOSE Long Range and Annual Operating Plans. The President-Elect also chairs the Honors and Awards Committee, and sits on the Policy Management Committee. The President-Elect supports the President in the day-to-day operation of INCOSE.

Responsibilities:

- Performs all duties of the President when the President is absent, disabled or refuses to act
- Chairs the Budget and Planning Committee
- Chairs the Honors & Awards Committee
- Member of the Events Committee and Policy Management Committee
- Non-voting member (liaison) of the Nominations and Elections Committee and SE Certification Program
- Participates in all BOD and EXCOM meetings
- Participates on other committees as assigned
- Represents INCOSE to the international community, including sitting on industry boards or committees as meets INCOSE Vision and Mission
- Succeeds the President when his/her term of office is complete or upon resignation of the President

Authority:

- Officer of the Corporation
- Member of the Executive Committee
- Member of the Policy Management Committee
- Voting Member of the BOD
- Chairs the Budget and Planning Committee
- Chairs the Honors & Awards Committee
- Chairs the Search Committee
- Chairs the Publications Committee
- See INCOSE Policies RACI for Accountabilities and Responsibilities for INCOSE Policies

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:

- Recognized spokesperson for the advancement of systems engineering and possess proven leadership experience in industry, government, and/or academia.
- Demonstrated dedication to INCOSE's vision, mission, values, and organizational growth
- Demonstrated management experience at the organizational level
- Prior experience with Strategic Planning
- Strong oral and written communications skills; also good listening skills
- Able to communicate effectively across international and cultural boundaries
- Able to balance strategic and tactical planning
- Strong influence and negotiation skills
- Able to assimilate multiple and diverse perspectives towards a balanced resolution

Level of Effort

Minimum 900 hours/year (>50% Full Time Equivalent)

Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.