

PDD - 005 : Corporate Advisory Board Chair

5-Feb-20

Position Description:

The INCOSE CAB Chair is an appointed Director position with a two-year term of Office. The CAB Chair is a voting member of the INCOSE Board of Directors and focuses on the leadership, management and governance of INCOSE's Corporate Advisory Board.

Responsibilities:

- Holds at least two CAB meetings per year in conjunction with the International Workshop and Symposium
- Provides Minutes of CAB Meetings to the BOD
- Identifies and Targets Agencies, Institutions and Corporations for Recruitment to the CAB
- Works with Director for Outreach to maintain a balanced membership of U.S. and non-U.S. organizations from Academia, Government and Industry and also spanning application domains
- Prepares, Coordinates and Communicates CAB needs into the INCOSE Long Range and Annual Operating Plans.
- Manages the CAB related aspects of the Annual Operating Plan
- Encourages CAB Member Organizations to Support INCOSE within their respective organizations
- Participates in all BOD meetings
- Serves on other committees as assigned

Authority:

- Voting Member of the BOD
- Member of the Budget and Planning Committee
- Chairs the Corporate Advisory Board
- 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
- Accountable for discharge of the above Responsibilities, and achievement of the objectives, under the direction of the Executive Committee

Required Skills:

- Strong oral and written communication skills
- Able to communicate effectively across international and cultural boundaries
- Broad understanding of the diversity of systems engineering practices and their application sectors
- Industrial, Academic or Government experience with applying systems engineering at the organizational level
- Experience of the leadership and coordination of activities within a volunteer organization

Level of Effort

270 - 360 hours/year (15% - 20% Full Time Equivalent)

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