

## PD-005: Corporate Advisory Board (CAB) Chair

– 12-Dec-2006

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 Target Agencies, Institutions and Corporations for Recruitment to the CAB
- Works with Director, International Growth 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 Planning & Budgeting Committee
- Chairs the Corporate Advisory Board
- Functional Owner of INCOSE Policy: CAB – 100

### Accountability:

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

### 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