

PD-032: Sector Director

– 1-Dec-2011

The Sector Director is an elected Director position with a three-year term of office* and is a voting member of the INCOSE Board of Directors. The Sector Director is responsible for representing the voice of the chapters within the sector and providing effective and timely two-way communications between members & chapters, and the BOD. The Sector Director also acts as the INCOSE spokesperson on sector-related issues within their respective sector.

Responsibilities:

- Prepares, Coordinates and Communicates sector needs into the INCOSE Annual Operating Plan.
- Represents INCOSE as a spokesperson with external organizations within the sector
- Consults with Chapter Leadership on key strategic and membership issues in advance of INCOSE BoD decisions
- Meets regularly with Chapter Leadership and Chapter and Member Support Committees to ensure that their needs and issues are understood and addressed
- Formulates initiatives that meet the needs of the members and chapters, support retention and attract potential new membership populations
- Takes appropriate action to respond to issues received from INCOSE members and chapters
- Monitors the health and viability of chapters within the sector and initiates actions in conjunction with the Chapters Support Committee to revitalize chapters as needed
- Maintains strong collaborative links with INCOSE's other Boards and committees
- Participates in all BOD Meetings
- Serves on other committees as assigned

Authority:

- Voting Member of the BOD
- Member of the Planning & Budgeting Committee
- Serves as INCOSE Spokesperson for external organizations within the defined sector

Accountability:

As stipulated in the INCOSE Bylaws, ADM -101 and BOD – 100 (under revision)

Required Skills:

- Strong oral and written communication skills
- Superior interpersonal skills
- Able to communicate effectively across international and cultural boundaries
- Broad understanding of the diversity of systems engineering practices and application sectors
- Strong network within the sector including organizations relevant to INCOSE in fulfilling its mission.
- Experience in the leadership and coordination of activities within a volunteer organization, preferably at the INCOSE chapter level

***Note:** Although the Sector Director position is normally a 3-year term, special arrangements have been made for the initial elections such that the three terms are staggered. For this election only, the terms will be:

Americas Sector: 1 year term, with election for 3-year term prior to IW2013

EMEA Sector: 2 year term, with election for 3-year term prior to IW2014

Asia-Oceania Sector: 3 year term, with election for 3-year term prior to IW2015