

# Officer Duties

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## President

The President is the Chief Executive Officer of the CHAPTER providing general supervision of CHAPTER affairs. The President presides at CHAPTER meetings and Board meetings. The President is the chairperson\* of the Board of Directors. The President is a member of the Board and an ex officio member of all committees except the Nominations and Election Committee. The President is responsible for ensuring Board representation at INCOSE annual meetings.

*Term of Office: 1 Year*

## Vice President

The Vice President assists the President and assumes the duties of the President when the President is unable to perform his or her aforementioned duties. The Vice President succeeds to the position of the President, if the President vacates his or her position prior to the completion of the President's term of office. The Vice President is a member of the Ways and Means Committee and a member of the Board. (We recruit this person to assume the President position in the next year.)

*Term of Office: 1 Year*

## Secretary

The Secretary prepares minutes of all meetings of the CHAPTER and maintains all records not especially assigned to others. The Secretary maintains the list of current membership. The Secretary provides communication between the Board and INCOSE. The Secretary is also responsible for providing communications from the Board or the committees to the Communications Committee. The Secretary is a member of the Board.

*Term of Office: 1 Year*

## Treasurer

The Treasurer is responsible for the financial affairs of the CHAPTER. The Treasurer receives all funds paid to the CHAPTER and makes payment of all bills incurred by the CHAPTER as approved by the Board. The Treasurer makes a written annual report of the financial affairs of the CHAPTER available to all members. He/She also provides a current financial statement at each Board meeting. The Treasurer shall provide appropriate financial reports to the Treasurer of INCOSE. The Treasurer is a member of the Ways and Means Committee and a member of the Board.

*Term of Office: 1 Year*

## Immediate Past President

The Immediate Past President serves the President in a consultative capacity. The Immediate Past President is the Nominations and Elections Committee Chair, the CHAPTER historian, and a member of the Board. As the historian, the Immediate Past President is responsible for documenting the accomplishments and key events that occurred during the immediate past term. In the event that both the President and the Vice President positions become vacant, the Immediate Past President serves as Interim President until election of a new President.

*Term of Office: 1 Year*

## Membership

The Membership Committee chairperson is responsible for organizing the Membership Committee, conducting committee meetings, overseeing all Membership Committee activities, and reporting on committee activities to the Board. The Membership Committee is responsible for developing and implementing methods to expand the membership of the CHAPTER. This includes, but is not limited to, invitations to potential new members, follow-up to convert interest to membership, and retention of existing members. The Membership Committee will meet quarterly as a minimum.

*Term of Office: 2 Years*

## Programs

The Programs Committee chairperson is responsible for organizing a Programs Committee, conducting committee meetings, overseeing all Programs Committee activities, and reporting committee activities to the Board. The Programs Committee is responsible for planning CHAPTER meetings to include establishing meeting locations, finding speakers, and setting up any amenities. The Programs Committee will meet quarterly as a minimum.

*Term of Office: 2 Years*

## Systems Engineering Education

The Systems Engineering Education Committee chairperson is responsible for organizing a Systems Engineering Education Committee, conducting committee meetings, overseeing all Systems Engineering Education Committee activities, and reporting on committee activities to the Board.

*Term of Office: 1 Year*

## Ways and Means

The Ways and Means Committee chairperson is responsible for organizing a Ways and Means Committee, conducting committee meetings, overseeing all Ways and Means Committee activities, and reporting on committee activities to the Board. The Ways and Means Committee is responsible for the constitution, bylaws, incorporation papers (if required), and long range planning and guidance of the CHAPTER. The Ways and Means Committee will meet quarterly as a minimum. The Ways and Means Committee shall also be responsible for the long range financial planning for the CHAPTER. This function includes preparing the budget for the following fiscal year, and investment oversight of CHAPTER assets, subject to IRS regulations regarding nonprofit organizations. The Vice-President and the Treasurer are members of the Ways and Means Committee.

*Term of Office: 2 Years*

## Communications

The Communications Committee chairperson is responsible for organizing a Communications Committee, conducting committee meetings, overseeing all Communications Committee activities, and reporting committee activities to the Board. The Communications Committee will meet quarterly as a minimum.

*Term of Office: 1 Year*

\* "chairperson" is referring to both "chairperson" and "director" used in INCOSE LA chapter bylaws