



## **ADM-100: Administrative – April 22, 2018**

### **Purpose & Scope:**

This policy defines the framework for INCOSE administrative functions including the associated authority and responsibility for the administrative tasks and the INCOSE departments served. More detail on these functions is defined in subsequent policies with the ADM prefix.

This policy applies to the Board of Directors, appointed administrative staff and any subcontractors hired by INCOSE for administrative tasks.

### **Authority & Responsibility:**

The Board of Directors of INCOSE shall take the necessary action to provide for the day-to-day operations and management of INCOSE. Under this responsibility, the Board of Directors may, at its option, approve appointment of an administrative staff or in lieu of this, approve the subcontracting of the administrative function or take such other action as is necessary in accordance with the Bylaws. INCOSE will agree a contract, with a Statement of Work, before approving the appointment of administrative staff.

### **Administrative Functions:**

The Board of Directors shall define and fund, according to the contract(s), all functions of the administrative staff. These functions will include, but are not limited to, the following:

INCOSE shall fund virtual meeting facilities, including teleconferencing, for approved activities in support of INCOSE (including, but not limited to, Committee meetings, Board of Directors meetings, Working Group meetings, Sector meetings, Chapter meetings and Webinars.)

INCOSE shall authorize and fund the operation of an administrative office.

A library of INCOSE documentation shall be maintained within the Administrative Office and on the INCOSE website.

INCOSE shall contract legal services, as needed, to assess legal matters of interest to INCOSE.

INCOSE shall arrange insurance cover in keeping with best practices to ensure proper coverage in all current areas of exposure such as : General Liability, Directors and Officers, Crime, Cyber Security, Professional Liability, Event Cancellation or as required by policy

INCOSE shall arrange business cards for the Board of Directors including Associate Directors and those in outreach roles as needed/requested.



INCOSE shall send out letters on INCOSE letterhead for formal communications, including but not limited to communications from the President and President-Elect, and notification to the recipient of an INCOSE award.

**SUPERSEDES: ADM-100 dated July 15, 2010**

**APPROVED BY: INCOSE Board of Directors, Hamburg, Germany, April 22, 2018**

**POLICY OWNER (RACI Responsible R): Chief of Staff / Operations Manager**

**MAINTAINED BY (RACI Accountable A): President-Elect**