



BOD-101: Attendance at the Board of Directors Meetings – 29 January 2023

Objective

This policy defines the roles of the individuals who may attend the Board of Directors meetings in addition to the Directors listed in Table 1 of BOD-100.

At-Large INCOSE Members

The members of the Board of Directors may vote to include any INCOSE member in the meetings of the Board to assist in carrying out the duties of the Board.

Upon nomination by the President, the Board of Directors may vote to include any INCOSE member in the Board meetings. These appointed INCOSE members shall serve the Board in support of a specific function and may be given a title which reasonably describes their role. These appointed roles are non-voting attendees at the Board meetings.

The length of term for these members shall be approved by the Board and shall be a maximum of three years. In the year that the term concludes and at least one (1) month prior to end of the term, the Board of Directors shall authorize by majority vote either

- (a) continuation of the position and the length of the new term, or
- (b) elimination of the position.

There is no limit to the number of terms that an individual may serve in this supporting role.

Note: INCOSE organization charts include all current roles and their reporting structure.

Associate Directors

Associate Directors are non-voting attendees of the Board meetings appointed in support of a particular director position listed in Table 1 of BOD-100. Upon nomination by the supported Director, the President may appoint members of INCOSE as Associate Directors.

The length of term for an Associate Director shall be recommended by the supported Director and approved by the President and shall be a maximum of three years. In the year that the term of an Associate Director concludes and at least one (1) month prior to end of the term, the supported Director and President shall authorize either:

- (a) continuation of the position and the length of the new term, or
- (b) elimination of the position.



There is no limit to the number of terms that an individual may serve as an Associate Director.

Note: The organization charts on INCOSE Connect include all current roles, including all Associate Directors and their reporting structure.

Chief of Staff (CoS)

The CoS position is the equivalent to an Associate Director. The position supports the President / President-Elect and is expected to be at the Board meetings but is an appointed and non-voting position.

Operations Manager

The Operations Manager is a non-voting attendee at the Board meetings. The Operations Manager is the lead role of the professional administrative support staff.

Additional Notes

Unlike an Associate Director, an Assistant Director is not a member of the Board of Directors. However, if an Assistant Director is given an assignment or task that requires direct interaction with the Board of Directors and needs to attend the Board of Directors meetings, then, just like any other member with such a need, an Assistant Director may be appointed as an “At Large Member” for attendance at the meetings.

Related Policies

BOD-100 Board of Directors

Related Procedures, Templates, and Forms

None

SUPERSEDES: BOD-101 dated 1 February 2021

APPROVED BY: INCOSE Board of Directors, Q1 BoD Meeting Torrance CA, 29 January 2023

MAINTAINED BY: (RACI Responsible R): Secretary

POLICY OWNER: (RACI Accountable A): President-Elect