



## **CAB-100: Corporate Advisory Board – July 12, 2018**

### **Purpose**

The purpose of the CAB-100 Policy is to describe the mission, composition, membership and benefits of INCOSE's Corporate Advisory Board (CAB).

### **Applicability**

The CAB-100 Policy applies to the members of INCOSE's CAB.

### **Definitions**

None

### **Policy Content**

The mission of the CAB is to be the "voice" of the corporate stakeholders for INCOSE. The CAB is the collection of organizations that have satisfied the requirements of CAB membership as stated in the INCOSE Bylaws, who espouse Systems Engineering, and who employ Systems Engineers. As such, the CAB shall:

1. Provide guidance on overall INCOSE direction, focus, and priorities.
2. Provide a conduit between INCOSE and the CAB member organizations for information exchange.
3. Encourage its members to support INCOSE activities.

Membership of the CAB shall comply with the requirements of the INCOSE Countries of Concern chart.

The CAB will provide the Board of Directors a list of CAB "needs." This list will be reviewed annually and updated as necessary at an INCOSE business meeting, and the Board of Directors or delegated representative(s) will provide the CAB a current status of INCOSE efforts in fulfilling these needs. The "needs" list provides the CAB an opportunity to identify specific goals and objectives for priority emphasis consistent with the INCOSE Vision, Mission and Strategic Objectives.

Each CAB member organization may send up to two representatives to a CAB meeting. Only one representative per CAB member organization shall be eligible to vote at a CAB meeting.

The CAB shall have a Chair and a Co-Chair. The Co-Chair shall be elected by the CAB at the International Workshop from those candidates who are currently serving as CAB representatives. The Co-Chair-Elect shall then be installed by the CAB. The Co-Chair shall serve in this position for two (2) years. At the completion of the Chair's term, the Co-Chair shall advance to the position of



Chair and shall be installed in this position by the CAB at the International Workshop. The Chair shall serve in this position for two (2) years.

If for any reason formal installation of the Chair or Co-Chair fails to occur as specified, those elected shall take possession of office on the 1<sup>st</sup> of February following the election.

The CAB shall appoint one (1) Appointed Director to the INCOSE Board of Directors. This position is held by the CAB Chair *ex officio*. In the event that the CAB Appointed Director position is declared vacant, a replacement director shall be appointed in accordance with Article III of the Bylaws.

The CAB chair shall be on the distribution list for Board of Directors, Technical Operations, and Sector Leaders.

The CAB shall hold meetings at least twice a year in conjunction with the International Workshop and International Symposium. The CAB shall make notes and presentation material of all meetings available to the INCOSE Board of Directors.

CAB member organizations shall receive the following benefits:

1. Functions for CAB member representatives who attend the business meetings. These shall be hosted by INCOSE with the INCOSE Board of Directors in attendance to promote networking and goodwill in furthering the INCOSE Vision, Mission, and Objectives. The function at the International Workshop will usually be part of a fund-raising event for the INCOSE Foundation to show the CAB support for the work of the Foundation. The function at the International Symposium is usually a plated dinner networking event. The CAB representative and a guest of their choosing will be invited the CAB function at the International Symposium.
2. Recognition in selected INCOSE publications.
3. A hyperlink from the INCOSE CAB web home page to a URL provided by the CAB organization. The destination page will be provided by the CAB organization, subject to approval by INCOSE.
4. Reduced rates on selected advertising within INCOSE.
5. Associate Membership for employees or students/faculty of the CAB organization up to the number that are provided as part of the CAB membership.
  - a. Associate Membership benefits are defined by the *INCOSE Membership Benefits Differentiation Table*.



- b. A provision for Associate Members to upgrade their membership to individual membership (full or student) at a discounted rate.
6. Recognition in the International Symposium Brochure and Proceedings, and acknowledgement at both the International Workshop and International Symposium events.
7. CAB Representative access to the on-line INCOSE Membership Directory and the directory of CAB member organizations and representatives.
8. CAB representative will have access to INCOSE products as listed in the *INCOSE Membership Benefits Differentiation* Table available through the INCOSE website.
9. One registration for the International Symposium for the CAB organization (excludes Very Small organizations).
10. Intellectual Property Rights and usage of INCOSE products by CAB organizations are governed by INCOSE Policy ADM-103.

### **Responsible Position**

The Chair of INCOSE's Corporate Advisory Board is responsible for the CAB-100 Policy.

### **Related Policies**

TEC-101 Sale & Distribution of INCOSE Technical Products – Dir Tech Ops

**SUPERSEDES:** CAB-100 dated January 24, 2018

**APPROVED BY:** INCOSE Board of Directors, Washington DC, July 12, 2018

**POLICY OWNER (RACI Responsible R):** Corporate Advisory Board Chair

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