



## **MGT-100: Search Committee Charter – 14 October 2021**

### **Objective**

This policy describes the establishment of a Search Committee required to find suitable candidates for INCOSE appointments, both for volunteer roles and salaried roles. The committee also manages the overall selection and appointment process.

### **Membership**

A Search Committee shall be formed at the discretion of the Board of Directors. The President shall appoint a member of the Board of Directors to chair a Search Committee. Membership shall be comprised of additional members as appointed by the President and approved by the Executive Officers.

### **Scope**

A Search Committee shall maintain the criteria for selection of appointed roles in accordance with by-laws and policies.

A Search Committee shall prepare and validate a slate of candidates for each appointment.

Search Committee members shall not be candidates for the appointed roles that the Search Committee is seeking to fill.

### **Responsibilities**

Listed below are the responsibilities of a Search Committee -

- Secure funds and include budget estimate and business case for the appointed roles. (Note: Funds include salary, if required by the position, and other budgetary requirements for the position, such as stipend.)
- Develop the process for recruitment, assessment of candidates, and hiring/appointing – includes clarifying roles, position description, terms of reference, performance metrics, selection criteria, and search process.
- Solicit nominations using multiple means to ensure equity and seek candidates who represent the needs of a diverse INCOSE membership. Utilize professional services for searching for suitable candidates, as needed. Approval to use professional services follows policy FIN-101 Budget and Planning Committee.
- Apply selection criteria in the assessment of qualified candidates.



- Nominate two (2) or more candidates with appropriate credentials for each appointment. Any exception to this must be approved by the Board of Directors.
- Select the preferred candidate and present recommendation to the INCOSE Board of Directors for approval.
- Notify all candidates of the outcome no later than one month after receipt of approval from the Board of Directors.
- Build/maintain a list of potential candidates for future appointments.

**SUPERSEDES: MGT-100 dated 29 January 2020**

**APPROVED BY: INCOSE Board of Directors, Virtual, 14 October 2021**

**POLICY OWNER (RACI Responsible R): President-Elect**

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