CAB-100: Corporate Advisory Board – 15 July 2021

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

CAB Mission
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 or educate 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.

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

In accordance with INCOSE Policy DEI-100, the CAB will ensure that structures and mechanisms are in place to ensure that the CAB is an organization where everyone can comfortably be their authentic self, recognizes themselves in other members, and has an equal voice and opportunity in their interactions within the organization.

If a CAB member divests a portion of its company, then the divested company shall be considered a new CAB member upon submission of a CAB application and payment of the Annual Fees as shown in the INCOSE Membership Price List. The divested company shall not be required to pay the Initiation Fee.

CAB Meetings
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.
Representative must be at least an INCOSE Associate Member and is encouraged to be a full INCOSE member. In the case where the CAB Chair and/or CAB Co-Chair is the CAB Representative they must be a full INCOSE member.

The CAB shall hold meetings twice a year in conjunction with the International Workshop (IW) and International Symposium (IS). On the months apart from the IW and IS, the CAB shall hold a regular monthly meeting. The CAB shall make notes and presentation material of all meetings available to the INCOSE Board of Directors.

**CAB Leadership**

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 nominated from the CAB organizations. 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 1st 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 and Co-Chair must be full members of INCOSE.

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

**CAB Needs**

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 (BoD) 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.

**CAB Benefits**

CAB member organizations shall receive the following benefits. Note that Intellectual Property Rights and usage of INCOSE products by CAB organizations are governed by INCOSE Policy ADM-103.

1. Representative Role on the Corporate Advisory Board (CAB chair has a voting seat on INCOSE BoD)
2. 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 to the CAB function at the International Symposium.

3. Recognition in selected INCOSE publications.

4. 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.

5. Reduced rates on selected advertising within INCOSE.

6. 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 LST-100 Member Benefits Table.
   b. A provision for Associate Members to upgrade their membership to individual membership (full or student) at a discounted rate.


8. Access for the CAB Representative to the on-line INCOSE Membership Directory and the directory of CAB member organizations and representatives.

9. Access for the CAB representative to INCOSE products as listed in LST-100 Member Benefits Table.

10. One registration for the International Symposium for the CAB organization (excludes Very Small Organizations).

11. Opportunity to nominate candidate(s) for the allocated CAB slots for INCOSE’s Institute for Technical Leadership (TLI) each year.

Related Policies
TEC-101 Sale & Distribution of INCOSE Technical Products – Technical Director

SUPERSEDES: CAB-100 dated July 12, 2018
APPROVED BY: INCOSE Board of Directors, Virtual, 15 July 2021
POLICY OWNER (RACI Responsible R): Corporate Advisory Board Chair
MAINTAINED BY (RACI Accountable A): President-Elect