



## **SEC-100: Sector Directors – April 20, 2018**

### **Purpose**

To deal with its diversity, INCOSE is organized in 3 geographic sectors. This policy describes the extent of the sectors as well as the roles and responsibilities of the Sector Directors (SDs).

### **Applicability**

This policy applies during the tenure of each SD.

### **Definitions**

EMEA stands for Europe, Middle East and Africa

### **Policy Content**

Table 1 presents the three (3) INCOSE geographic sectors, the composition of which is informed by the United Nations Statistics Division (Standard Country and Area Codes Classifications) (<http://unstats.un.org/unsd/methods/m49/m49regin.htm>). Revisions to the composition of geographic sectors shall be approved by the Board of Directors.

<b>Sector Name</b>	<b>Number</b>	<b>Geographic Regions</b>
Americas	I	Americas.
EMEA	II	Europe, Africa, and Western Asia
Asia-Oceania	III	Eastern, Central, Southern and South-Eastern Asia and Oceania

**Table 1 - INCOSE Geographic Sectors**

SDs are the representatives of the Chapter Presidents that reside in their respective sectors.

SDs shall represent INCOSE as spokespersons with external organizations within their respective sectors to enable discussion and collaboration. This includes public and private bodies.

SDs shall take an active role to promote the goals of INCOSE to external organizations within their sectors. For this, the SDs shall be authorized to initiate discussions and negotiations on possible cooperation with external organizations. The Director for Strategic Integration and the Director for Outreach shall support the SDs in such activities. Cooperation agreements with external organizations shall be signed by an Officer of INCOSE.

On a periodic basis, the SDs shall review and offer recommendations for restructuring the sector boundaries and Chapter allocations to more closely align with evolving membership demographics.



SDs shall oversee activities that support all members including members-at-large and encourage activities that support increased value to individual members.

SDs shall support the formation of new Chapters and maintenance of existing Chapters in their sector as outlined in CHP-100. When establishing new Chapters, SDs shall work closely with the New Chapter Coordinator (NCC).

SDs shall provide governance of their Chapters as outlined in CHP-100. The SDs shall report chapter and membership issues and innovations from the Chapter Leadership to the Board of Directors. Should a Chapter be required to be retired or revoked, the responsible SD shall work with the Board Executives to make this happen.

SDs shall track, review, and comment on the status of initiatives of the Board of Directors to ensure that member-related and chapter-related activities are addressed in a timely manner. Likewise, the SDs shall be accountable to their sector for reporting the status of Board of Directors activities.

SDs shall identify proposals to the Board and to the Chapter Presidents for further consideration and comment. Upon request of the Board, the SDs shall collect a position summary from the Chapter Presidents in their sectors on identified proposals prior to a vote. The timeliness of the position summary shall be agreed with the Board. Any sector for which a position summary has not been received within the deadline may be surveyed directly by the Board to ensure that all Chapter Presidents have been given the opportunity to influence the vote.

SDs shall be responsible for the preparation and management of their sector-level annual budget in accordance with policy FIN-101 Budget and Planning Committee Charter.

SDs shall be responsible for recommending a Chapter for the Good Neighbor Award in accordance with policy REC-112. Similarly, the SDs shall oversee the Chapter Circle Awards in accordance with policy REC-104.

SDs may appoint Assistant Directors within their sector to provide oversight of sector-defined areas or sector-specific activities, as deemed necessary.

### **Responsible Position**

Sector Directors

### **Related Policies**

CHP-100, FIN-101, REC-104, REC-112

### **Related Procedures**

N/A.



**SUPERSEDES: SEC-100 dated July 12, 2015**

**APPROVED BY: INCOSE Board of Directors, Hamburg, Germany, April 20, 2018**

**POLICY OWNER (RACI Responsible R): Sector Directors**

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