Position Description:

The INCOSE President-Elect is an elected, Officer Position with a two-year term of office. The President-Elect serves as a member of the Executive Committee and a voting member of the INCOSE Board of Directors. As Chief Operating Officer for the Corporation, the President-Elect Chairs the Budget and Planning Committee, which develops and maintains the INCOSE Long Range and Annual Operating Plans. The President-Elect also chairs the Honors and Awards Committee, and sits on the Policy Management Committee. The President-Elect supports the President in the day-to-day operation of INCOSE.

Responsibilities:

• Performs all duties of the President when the President is absent, disabled or refuses to act
• Chairs the Budget and Planning Committee
• Chairs the Honors & Awards Committee
• Member of the Events Committee and Policy Management Committee
• Non-voting member (liaison) of the Nominations and Elections Committee and SE Certification Program
• Participates in all BOD and EXCOM meetings
• Participates on other committees as assigned
• Represents INCOSE to the international community, including sitting on industry boards or committees as meets INCOSE Vision and Mission
• Succeeds the President when his/her term of office is complete or upon resignation of the President

Authority:

• Officer of the Corporation
• Member of the Executive Committee
• Member of the Policy Management Committee
• Voting Member of the BOD
• Chairs the Budget and Planning Committee
• Chairs the Honors & Awards Committee
• Chairs the Search Committee per INCOSE policy MGT-100
• Has oversight of the Publications Committee
• See INCOSE Policies RACI for Accountabilities and Responsibilities for INCOSE Policies

Accountability:
As stipulated in the INCOSE Bylaws, ADM -101 and BOD -100
Compliance with directives on conflict of interest and all policies and procedures of the organization

**Required Skills:**

- Recognized spokesperson for the advancement of systems engineering and possess proven leadership experience in industry, government, and/or academia.
- Demonstrated dedication to INCOSE’s vision, mission, values, and organizational growth
- Demonstrated management experience at the organizational level
- Prior experience with Strategic Planning
- Strong oral and written communications skills; also good listening skills
- Able to communicate effectively across international and cultural boundaries
- Able to balance strategic and tactical planning
- Strong influence and negotiation skills
- Able to assimilate multiple and diverse perspectives towards a balanced resolution

**Level of Effort**

Minimum 900 hours/year (>50% Full Time Equivalent)
Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.