PDD - 003 : Secretary
8-Jun-22

Position Description:

The INCOSE Secretary is an elected, Officer Position with a two-year term of office. The Secretary serves as a member of the Executive Committee and a voting member of the INCOSE Board of Directors. As Secretary, this officer formulates agendas for all BOD and EXCOM business meetings, records the official proceedings and attendance at these meetings.

Responsibilities:

• Prepares Agendas for all EXCOM and BOD meetings
• Records and maintains minutes and attendance of all proceedings of the members and board of directors
• Maintains an INCOSE membership list, including the addresses of the members
• Provides guidance and assistance to U.S. Chapters on incorporation matters
• Participates in all BOD and EXCOM meetings
• Participates on other committees as assigned
• Holds membership-related status meetings on a regular basis with Asc and Ast Directors under the Membership Value Stream (e.g. AscD Membership Engagement, AstD Volunteerism)

Authority:

• Officer of the Corporation
• Member of the Executive Committee
• Member of the Policy Management Committee
• Voting Member of the BOD
• Clerk of the Court for the Grievance Committee
• See INCOSE Policies RACI for Accountabilities and Responsibilities for INCOSE Policies
• Director of the Membership Value Stream

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:

- Demonstrated dedication to INCOSE's mission, values, and organizational growth
- Demonstrated management experience at the organizational level
- Strong oral and written communications skills
- Able to communicate effectively across international and cultural boundaries

Level of Effort

450 - 630 hours/year (25% - 35% Full Time Equivalent)
Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.