PDD - 009 : Sector Director, EMEA Sector
6-Dec-21

Position Description:

The Sector Director is an elected Director position with a three-year term of office* and is a voting member of the INCOSE Board of Directors. The Sector Director is responsible for representing the voice of the chapters within the sector and providing effective and timely two-way communications between members & chapters, and the BOD. The Sector Director also acts as the INCOSE spokesperson on sector-related issues within their respective sector.

*Note: The Sector Director position is a three (3) year term, but the terms are staggered, as follows:
Americas Sector: Latest full 3 year term started at IW2019
EMEA Sector: Latest full 3 year term started at IW2017
Asia-Oceania Sector: Latest full 3 year term started at IW2018

Responsibilities:

• Prepares, Coordinates and Communicates sector needs into the INCOSE Long Range and Annual Operating Plans.
• Represents INCOSE as a spokesperson with external organizations within the sector
• Consults with Chapter Leadership on key strategic and membership issues in advance of INCOSE BoD decisions
• Meets regularly with Chapter Leadership and Chapter and Member Support Committees to ensure that their needs and issues are understood and addressed
• Formulates initiatives that meet the needs of the members and chapters, support retention and attract potential new membership populations
• Takes appropriate action to respond to issues received from INCOSE members and chapters
• Monitors the health and viability of chapters within the sector and initiates actions in conjunction with the Chapters Support Committee to revitalize chapters as needed
• Maintains strong collaborative links with INCOSE’s other Boards and committees
• Participates in all BOD Meetings
• Serves on other committees as assigned
• The Sector Director needs to communicate the TLI nomination timing and process; the Sector Director may nominate candidates, and helps facilitate the submission of nominations

Authority:
• Voting Member of the BOD
• Member of the Budget and Planning Committee
• Serves as INCOSE Spokesperson for external organizations within the defined sector
• 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
• Accountable for discharge of the above Responsibilities, and achievement of the objectives, under the direction of the Executive Committee

**Required Skills:**

• Strong oral and written communication skills
• Superior interpersonal skills
• Able to communicate effectively across international and cultural boundaries
• Broad understanding of the diversity of systems engineering practices and application sectors
• Strong network within the sector including organizations relevant to INCOSE in fulfilling its mission.
• Experience in the leadership and coordination of activities within a volunteer organization, preferably at the INCOSE chapter level

**Level of Effort**

270 - 360 hours/year (15% - 20% Full Time Equivalent)
Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.