

## 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.