

# PDD - 051 : Corporate Advisory Board Co-Chair

27-Jan-19

## Position Description:

The INCOSE Corporate Advisory Board (CAB)Co-Chair is an elected position with a two-year term of Office which runs concurrently with that of the Corporate Advisory Board Chair. Election of the CAB Co-Chair takes place by a majority vote of the CAB Representatives present at the International Workshop (IW) the year the new CAB Chair assumes his/her position. The election is conducted by the outgoing CAB Chair as one of his/her final acts of duty. The Corporate Advisory Board Co-Chair reports to the incumbent Corporate Advisory Board Chair and succeeds the Corporate Advisory Board Chair on completion of their term of office. The Corporate Advisory Board Co-Chair assists the Corporate Advisory Board Chair in the performance of their duties which are focused on the leadership, management and governance of INCOSE's Corporate Advisory Board.

## Responsibilities:

- Helps the Corporate Advisory Board Chair hold at least two CAB meetings per year in conjunction with the International Workshop and Symposium
- Documents minutes of CAB Meetings
- Helps the Corporate Advisory Board Chair in identifying potential Corporate Advisory Board recruits, maintaining a balanced membership and developing Corporate Advisory Board input to the Long Range and Annual Operating plans
- Helps manage the Corporate Advisory Board related aspects of the Annual Operating Plan
- Encourages CAB Member Organizations to Support INCOSE within their respective organizations
- Participates in all BOD meetings
- Serves on other committees as assigned

## Authority:

- Non-Voting Member of the BOD
- Co-Chairs the Corporate Advisory Board
- 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:

- Strong oral and written communication skills
- Able to communicate effectively across international and cultural boundaries
- Broad understanding of the diversity of systems engineering practices and their application sectors
- Industrial, Academic or Government experience with applying systems engineering at the organizational level
- Experience of the leadership and coordination of activities within a volunteer organization

## 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.