

PDD - 100 : Associate Director, Events

6-Dec-21

Position Description:

The INCOSE Associate Director for Events is an appointed position with a two-year term of Office. The position reports to the incumbent Services Director. The Associate Director for Events leads the governance committee for INCOSE Events, maintains related policies and procedures and assures the successful planning and execution of INCOSE Events.

Responsibilities:

- Interfaces with the Services Director and Board of Directors to obtain event requirements
- Provides strategic guidance on the portfolio of INCOSE events
- Owns the INCOSE Events Value Stream
- Coordinates with other professional societies on Joint Events or for technical sponsorship of INCOSE events
- Leads the Events Committee in preparing event solicitations, evaluating proposals, selecting the best candidate and informing the selected candidate and those who were not selected of the outcomes of the proposal evaluations.
- Works with relevant local or national chapters to ensure events are appropriately relevant to the location
- Schedules regular reviews to assess risks and progress against plan
- Captures post-event customer feedback, financials and lessons learned
- Shares lessons learned with the BOD and future Events Committees
- Participates in BOD meetings as requested
- Serves on other committees as assigned

Authority:

- Chairs the Events Committee
- Non-Voting Member of the BoD
- 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 application sectors
- Experience of the leadership and coordination of events and activities within a volunteer organization

Level of Effort