

PDD - 101 : Associate Director, Publications

6-Jul-19

Position Description:

The INCOSE Associate Director, Publications is an appointed position with a three-year term of Office. The position reports to the incumbent President-Elect. The Associate Director, Publications leads the governance committee for INCOSE Publications, maintains related policies and procedures and ensures the successful planning and execution of INCOSE publications.

Responsibilities:

- Interfaces with the President Elect and Board of Directors to obtain Publication requirements
- Provides strategic guidance on the portfolio of INCOSE Publications
- Coordinates with other professional societies on Joint Publications or for technical sponsorship of INCOSE Publications
- Leads the Publications Committee in preparing publication 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.
- Schedules regular reviews to assess risks and progress against plan
- Captures customer feedback, financials and lessons learned from Publications activities
- Shares lessons learned with the BOD and future Publications Committees
- Participates in BOD meetings as requested
- Serves on other committees as assigned

Authority:

- Chairs the Publications 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 publications within a volunteer organization

Level of Effort

Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.