

PDD - 203 : Assistant Director - Working Group Integration

27-Jan-19

Position Description:

The INCOSE Assistant Director – Working Group Integration is an appointed position with a three year term of office. This individual is responsible to the Technical Director for the leadership, technical direction and coordination of INCOSE’s activities related to Working Group Integration. The Assistant Director Working Group Integration role ensures information exchange, collaboration and coordination between international and local working groups.

Responsibilities:

- Facilitates the information exchange, collaboration, and coordination between Working Groups (international, local (chapter level), and cooperations with other societies)
- Represents the interests of existing Working Groups (international, local (chapter level), and cooperations with other societies) to the Technical Operations
- Ensures that the activities and products of Working Groups (international, local (chapter level), and cooperations with other societies) are brought to the attention of the membership
- Maintains information about people, internal and external activities, and other organizations of relevance to Working Group Integration and shares this information with membership
- Prepares and communicates Working Group Integration needs into the INCOSE Long Range and Annual Operating Plans
- Leads specific tasks and coordinates specific activities of the Technical Operations Assistant Directors Team as assigned
- Participates in Technical Operations Meetings
- Serves on other committees as assigned

Authority:

- Member of the Technical Operations Assistant Directors team

Accountability:

- As stipulated in the INCOSE Bylaws, ADM -101 and TEC - 100
- Compliance with directives on conflict of interest and all policies and procedures of the organization

Required Skills:

- Strong oral and written communication skills
- Good understanding of INCOSE's Working Groups (international, local (chapter level), and cooperations with other societies)
- Able to communicate effectively across international and cultural boundaries
- Experience of the coordination of activities within a volunteer organization

Level of Effort