

PDD - 213 : Sector Deputy Director

27-Jan-19

Position Description:

The Sector Deputy Director is appointed by the President based on a recommendation by the appropriate Sector Director. The Deputy Sector Director position is a two (2) year term. The Deputy Sector Director supports the Sector Director in the discharge of his or her duties. The Sector Director may choose to appoint or not appoint a Deputy Sector Director, based on the needs of the sector.

Responsibilities:

- Represents the Sector Director when unavailable
- Surveys chapters to determine common strengths, weaknesses, and issues to assist chapter leaders in finding mentors, points of contact, and solutions
- Define services that can be provided at the Sector-level to facilitate chapter operations
- Mentor chapter leaders and help chapters operate efficiently and effectively

Authority:

- Represents the Sector Director when the Sector Director is not available

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
- 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

