

PDD - 301 : Chair, Nominations and Elections Committee

6-Jul-19

Position Description:

The Chair, Nominations and Elections succeeds to the role after serving the previous year as the co-Chair, Nominations and Elections Committee. The Chair, Nominations and Elections Committee serves for one year, starting at the International Workshop. The Nominations and Elections Committee is responsible for managing the election process for elected positions on the INCOSE Board of Directors.

Responsibilities:

Lead the Nominations and Elections Committee, to:

- Define Position Descriptions for elected INCOSE roles
- Define eligibility criteria for the elected roles
- Create and maintain a list of potential candidates
- Solicit recommendations for candidates
- Review potential candidates for eligibility
- Post information on the list of election candidates
- Manage the election process
- Announce the successful candidates
- Provide orientation materials for new members of the Board of Directors
- Manage the installation ceremony at the International Workshop

Authority:

- Chairs the Nominations and Elections Committee
- Recommends the slate of candidates for the year to the INCOSE Board of Directors

Accountability:

- Accountable to the INCOSE Board of Directors for conduct of Nominations and Elections activities

Required Skills:

- Demonstrated dedication to INCOSE's mission, values, and organizational growth
- Demonstrated management experience at the organizational level
- Strong oral and written communications skills
- Able to communicate effectively across international and cultural boundaries
- Currently serving or have previously served as a voting member of the INCOSE Board of Directors

Level of Effort