

PDD - 305 : Policy Management Committee Chair

27-Jan-19

Position Description:

The INCOSE Policy Management Committee Chair is an appointed Position with a two-year term of office. The Policy Management Committee Chair is the chairperson of the Policy Management Committee and is responsible for guiding the establishment, cancellation, communication, and review of the INCOSE Policies. The Policy Management Committee Chair is also responsible for assuring that the INCOSE Policies and Procedures are compliant with the INCOSE Bylaws and the legal codes under which INCOSE is incorporated while at the same time helping INCOSE achieve its objectives.

The Policy Management Committee Chair has a close and confidential working relationship with the Board and other key leaders in INCOSE.

Responsibilities:

- Prepares Agendas and draft policies and procedures for all Policy Management Committee meetings
- Records and maintains minutes and attendance of all proceedings of the Policy Management Committee Meetings
- Maintains the INCOSE Policies and Procedures
- Provides guidance and assistance to the BOD and Members on INCOSE Policies and Procedures and Bylaws
- Participates in all BOD and EXCOM meetings
- Works between BOD meetings with Policy Management Committee Co-Chair, Board members, and other leaders to prepare policy and Bylaws updates, which include any ballot initiatives that require a vote of the membership.
- Participates on other committees as assigned

Authority:

- Chairs the Policy Management Committee
- Non-voting member of the Board of Directors
- See INCOSE Policies RACI for Accountabilities and Responsibilities for INCOSE Policies

Accountability:

- As stipulated in Policies CMT-100 and PMC-100.
- Compliance with directives on conflict of interest and all policies and procedures of the organization

Required Skills:

- Demonstrated dedication to INCOSE's mission, values, and organizational growth
- Demonstrated management experience at the organizational level
- Experience with non-profit Boards, particularly those that operate as representative groups governed by US non-profit regulations or the equivalent and that follow Robert's Rules of Order
- The ability to interpret the legal requirements and research options to solve INCOSE needs
- Strong oral and written communications skills
- Able to communicate effectively across international and cultural boundaries

Level of Effort