

# PDD - 401 : Co-chair, Nominations and Elections Committee

## 6-Jul-19

### Position Description:

Appointed (upon approval by a majority vote of Board of Directors) from persons who currently are serving or have previously served as voting members of the Board of Directors. The Co-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:

- Support the Chair, 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:

- Co-chairs the Nominations and Elections Committee

### 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