

# PDD - 403 : Policy Management Committee Co-Chair

27-Jan-19

## Position Description:

The INCOSE Policy Management Committee Co-Chair is an appointed Position with a two-year term of office. The Policy Management Committee Co-Chair reports to the Policy Management Committee Chair and assists the Chairperson in the performance of their duties. In the absence of the Policy Management Committee Chair, the Policy Management Committee Co-Chair chairs the Policy Management Committee and is responsible for guiding the establishment, cancellation, communication, and review of the INCOSE Policies. The Policy Management Committee Co-Chair assists the Policy Management Committee Chair in assuring that the INCOSE Policies and Procedures are compliant with the INCOSE Bylaws and the legal codes under which INCOSE is incorporated.

## Responsibilities:

- Assists in the preparation of agendas and draft policies and procedures for all Policy Management Committee meetings
- Assists in recording and maintaining minutes and attendance of all proceedings of the Policy Management Committee Meetings
- Assists in maintaining the INCOSE Policies and Procedures
- Assists in providing guidance and assistance to the BOD and Members on INCOSE Policies and Procedures and Bylaws
- Participates in all BOD and EXCOM meetings at the request of the Policy Management Committee Chair
- Works between BOD meetings with Policy Management Committee 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 (When the Policy Management Committee Chair is absent)

## 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