Position Description:

Supports the Nominations and Elections Committee Chair in the Nominations and Elections process. Works with the Nominations and Elections Committee to establish a slate of candidates for the INCOSE election and helps to ensure that a fair and impartial election is conducted in accordance with the INCOSE bylaws.

Responsibilities:

• Represents the Corporate Advisory Board on the Nominations and Elections Committee

Authority:

Member of the INCOSE Corporate Advisory Board (CAB).

Accountability:

• As stipulated in the INCOSE Bylaws, ADM -101, BOD -100, CAB-100
• Compliance with directives on conflict of interest and all policies and procedures of the organization.

Required Skills:

Possesses a good understanding and working knowledge of INCOSE, active INCOSE leadership at all levels, and the population of CAB organization representatives giving him/her the ability to recommend nominees to the Nominations and Elections Committee.

Level of Effort