Position Description:

The Recorder, Certification Advisory Group is elected by the Certification Advisory Group and serves a one-year term, starting at the end of the International Workshop. The Recorder can serve unlimited consecutive terms in the role.

Responsibilities:

• Maintains the records of the meetings and decisions of the Certification Advisory Group.

Authority:

• Definitive source of Certification Advisory Group records

Accountability:

• As stipulated in the INCOSE Bylaws and CER-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
• Current individual INCOSE Member.
• Holds either a Certified Systems Engineering Professional (CSEP) or Expert Systems Engineering Professional (ESEP) qualification
• Holds a current Certification Assessment Reviewer approval.
• Strong written communications skills
Able to communicate effectively across international and cultural boundaries

Level of Effort