

# PDD - 503 : Member-at-Large, Nominations and Elections Committee

6-Jul-19

## Position Description:

The Members-at-large, Nominations and Elections are appointed by the Chair, Nominations and Elections Committee. The Members-at-large, Nominations and Elections Committee serve for two years commencing at the International Workshops on even-numbered years.

## Responsibilities:

- Support the 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:

- Participation in the governance of the Nominations and Elections process

## Accountability:

- Accountable for supporting the INCOSE Nominations and Elections process

## 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
- Not currently serving on the INCOSE Board of Directors, on Technical Operations or on the Corporate Advisory Board.

## Level of Effort