Interested in volunteering in INCOSE? Here are some currently open volunteer opportunities, and also the place for you to sign up for any other or future openings if none of these are in your area of interest.

1. **Volunteer Opportunities** – On the main page there are the current volunteer opportunities.
   
   a. As shown in Figure 1, Volunteer Opportunities, there are 5 columns:
      - Internal ID – the coding for the volunteer opportunity
      - Title – the title of the volunteer opportunity
      - Description – a short description of the volunteer opportunity
      - Deadline – the deadline to respond to the opportunity
      - View Details – click the magnifying glass to see more details.

<table>
<thead>
<tr>
<th>Internal ID</th>
<th>Title</th>
<th>Description</th>
<th>Deadline</th>
<th>View details</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM-200</td>
<td>Membership Engagement Ambassador</td>
<td>On a permanent or case by case basis, the Membership Engagement Ambassador will standup and run INCOSE booths and informational stations at local conferences, schools, SE fairs, etc. held by INCOSE or INCOSE associated organizations, engaging members and potential members on INCOSE membership offerings.</td>
<td>2020-09-09</td>
<td></td>
</tr>
<tr>
<td>Americas-1</td>
<td>Assistant Director for Membership</td>
<td>Chair Sector I Membership Working Group. Membership Working Group consists of Membership directors/leads from all Sector I chapters. Focus is on identifying and sharing best practices among the Sector I chapters (e.g., new member welcome, follow-up with visitors at meetings). May also lead outreach events/recruiting events. Participate with INCOSE Membership Working Group.</td>
<td>2020-05-30</td>
<td></td>
</tr>
<tr>
<td>Americas-2</td>
<td>Assistant Sector Director - Southern US</td>
<td>Acts as liaison and coordinator for INCOSE Chapters in Southern US. Develops and maintains rapport with chapter leaders, works to help resolve challenges, helps provide connections to additional INCOSE resources. May include some travel to Chapter locations.</td>
<td>2020-05-30</td>
<td></td>
</tr>
<tr>
<td>CER-001</td>
<td>Certification Exam Item Reviewer</td>
<td>Acts as liaison and coordinator for INCOSE Chapters in Southern US. Develops and maintains rapport with chapter leaders, works to help resolve challenges, helps provide connections to additional INCOSE resources. May include some travel to Chapter locations.</td>
<td>2020-05-31</td>
<td></td>
</tr>
<tr>
<td>PDP-001</td>
<td>Professional Development Material Review Member</td>
<td>The Professional Development Portal (PDP) initiative is looking for volunteers who would be interested in reviewing and assessing Systems Engineering related knowledge content for potential inclusion in the PDP as it evolves. The volunteers will use provided review and assessment guidance to make a recommendation on whether the content items meet specified criteria for inclusion. When operational, the PDP is intended to provide knowledge content across different categories: 1) Products from INCOSE, 2) Products from Collaborating Organizations, 3) Products from Commercial Providers, 4) Products from Academic Institutions, 5) Products in the Public Domain, and 6) Other. We are looking for volunteers to review the content that fits into one or more of these categories, especially the &quot;Other&quot; category, as we try to fill gaps towards achieving a comprehensive set of assets that address as much of the Competency Framework as possible. The volunteers will work in the INCOSE Service Operations (ServOps) area.</td>
<td>2020-07-17</td>
<td></td>
</tr>
</tbody>
</table>

   Figure 1 – Volunteer Opportunities

b. Recommend review each of the opportunities to see if any interest you. If you find one, click the magnifying glass to see more details.

c. Using the CER-001 Certification Exam Item Reviewer as an example, please see additional information available in Figure 2, Volunteer Opportunity Details.
### Certification Exam Item Reviewer

**Internal ID:** CER-001  
**Description:** Participate in webinars to review proposed exam questions. Work is done in a group with other INCOSE Systems Engineering Professionals. Perspectives of non-native English speakers are especially valued, alongside those of individuals with a variety of experiences including both new and experienced in the field of systems engineering. Improve personal awareness of how to write good test questions and answers. Refresh understanding of INCOSE Systems Engineering Handbook. Participate in enthusiastic conversations with systems engineers from a variety of backgrounds.

**Volunteering Benefits:**  
Must be an INCOSE ASEF, CSEP, or ESEP with current, signed Non-Disclosure Agreement. Must agree not to teach certification exam prep courses for two years.  
**Classification:** Must have two-way audio connection and be able to receive Zoom video; audio and video content must not be visible to those without signed NDAs remote  
**Pre-requisites & Qualifications Held:** INCOSE Certification Program Manager, Courtney Wright contracted psychometrician; 2020-05-31  
**Means of Engagement:** Open  
**Work location:** INCOSE Certification Program Manager, Courtney Wright contracted psychometrician; 2020-05-31  
**Number of volunteers needed:** 12  
**Working with:** Courtney Wright (INCOSE)  
**Deadline:** Courtney Wright (INCOSE)  
**Status:** Courtney Wright (INCOSE)  
**Leader:** Courtney Wright (INCOSE)  
**Backup:** Courtney Wright (INCOSE)  

#### Point of contact

Submit your application

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**Figure 2 – Volunteer Opportunity Details**

d. The Internal ID and Description are the same as what was on the main volunteering opportunities webpage. The additional information includes:

- **Volunteering Benefits** – the benefits to you if you volunteer
- **Classification** – The type of volunteer opportunity. Here are some possibilities:
  - Administrative
  - Analytical
  - Board Position
  - Editor
  - Events
  - IT
  - Judge
  - Organizational Leadership
  - Project Management
  - Working Group
- **Responsibilities** – Responsibilities – The responsibilities of the volunteer opportunity.
- **Prerequisites & Qualifications Held** – The necessary experiences, skills, language, certification qualification, membership, etc., if any.
- **Means of Engagement** – For example, virtual meetings, telecons, face-to-face meetings, remote access, etc.
- **Work Location** – Where, could be virtual or remote.
- **Number of Volunteers needed** – The total number needed.
- **Working with** – Who you will be working with from the INCOSE Leadership.
• Deadline – How long the volunteer opportunity will be open before closing.
• Status – If “Open,” then it is available to submit your application.
• Leader / Back-Up – the points of contact from the INCOSE Leadership.

e. After reviewing the volunteer opportunity details and you decide you want to apply for it, please click the “Submit your application” button.

f. When you do, the “Submit a New Request” Dialogue Box will open (Figure 3).

![Submit a new request for 'Certification Exam Item Reviewer'
](image)

**Figure 3 – Submit a New Request**

<table>
<thead>
<tr>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Company</td>
</tr>
<tr>
<td>Email address</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

- Enter you first and last name, your company, your email address, and your phone number.
- In the Comments sections, please enter as much as you can about your background and experience as it relates to the volunteer opportunity.
- Click the “I’m not a robot” box and then click the “submit” button.
- The point of contact should contact you within 2 weeks (14 days). If not, please contact the Volunteer Opportunities Administrator at voadmin@incose.org.

2. **Open Volunteering** – If none of these current open opportunities meet your interest, then click the "Submit your Open Volunteering application" button.

a. The “Submit an Open Volunteering Request” Dialogue Box (Figure 4) will open.
b. Enter you first and last name, your company, your email address, and your phone number.
c. In the Comments sections, please enter as much as you can about where you would like to volunteer, what your interest are, and your related background and experience.
d. Click the “I’m not a robot” box and then click the “submit” button.
e. You should be contacted within 2 weeks (14 days). If not, please contact the Volunteer Opportunities Administrator at voadmin@incose.org.
Figure 4 – Submit an Open Volunteering Request