Interested in volunteering in INCOSE or working as a paid consultant for INCOSE? Here are some currently open volunteer and paid 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 & Paid Opportunities** – On the main page there are the current volunteer and paid opportunities.

   a. As shown in Figure 1, Volunteer & Paid Opportunities, there are 6 columns:
      - Internal ID – the coding for the opportunity (click the internal ID to see more details)
      - Type – whether a volunteer opportunity (VOL) or a paid opportunity (PD) – there are no paid opportunities in figure 1.
      - Classification – the type of 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

<table>
<thead>
<tr>
<th>Internal ID</th>
<th>Type</th>
<th>Classification</th>
<th>Title</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIS-001</td>
<td>VOL</td>
<td>Board Position</td>
<td>Associate Director for Diversity, Equity and Inclusion</td>
<td>The INCOSE Associate Director for Diversity, Equity and Inclusion (DIS) is an appointed position with a three-year term of office. The position reports to the INCOSE Board. The Associate Director for DIS is the INCOSE lead on diversity, equity, and inclusion, is INCOSE's principal spokesperson on the subject, and leads the DIS Advisory Committee.</td>
<td>2021-05-31</td>
</tr>
<tr>
<td>MBBM-201</td>
<td>VOL</td>
<td>Board Position</td>
<td>Associate Director of Membership Engagement</td>
<td>The INCOSE Associate Director of Membership Engagement is an appointed position by the INCOSE Board of Directors with a three-year term of office. This individual is responsible to the executive staff for developing, maintaining and implementing Member Engagement strategy and tactics. The objective is to actively engage members in INCOSE and the Systems Engineering (SE) discipline to encourage their professional growth resulting in their long-term contribution and retention.</td>
<td>2021-05-01</td>
</tr>
<tr>
<td>CER-003</td>
<td>VOL</td>
<td>Working Group</td>
<td>Certification Application Reviewer</td>
<td>INCOSE CSEP® and SEEP® only work on small, virtual teams to assess application packages for CSEP certification, attend initial and refresher training, and complete the INCOSE Privacy Policy to protect applicant information.</td>
<td>2021-10-21</td>
</tr>
<tr>
<td>CER-001</td>
<td>VOL</td>
<td>Working Group</td>
<td>Certification Exam Item Reviewer</td>
<td>INCOSE CSEP® only. Participates in webinars to review proposed exam questions. Work is done in groups with other INCOSE Systems Engineering Professionals. Perspectives of non-native English speakers are especially valued, along with those of individuals with a variety of experiences including both new and experienced in the field of systems engineering.</td>
<td>2021-12-01</td>
</tr>
<tr>
<td>TO-005</td>
<td>VOL</td>
<td>Administrative</td>
<td>Deputy Assistant Director, Technical Standards</td>
<td>The Tool Integration and Model Lifecycle Management Working Group (TMLWG) provides a forum for discussion and information dissemination on best practices, methods and processes that promote the development, validation and deployment of standards that advance data exchange capability of digital data infrastructure during a product development lifecycle. The Working Group will participate with the Task UM projects, with the R&amp;D and LOTA collaborations, and in the administrative duties of INCOSE Technical Operations. The working group will represent the working group in multiple working group collaborations. The workshop and symposiums, applicants should be willing to shadow the current chair and become the TMUWG chair shortly after 2021.</td>
<td>2020-10-20</td>
</tr>
<tr>
<td>TIM-MA-001</td>
<td>VOL</td>
<td>Working Group</td>
<td>Working Group Chair</td>
<td>The Tool Integration and Model Lifecycle Management Working Group provides a forum for discussion and information dissemination on best practices, methods and processes that promote the development, validation and deployment of standards that advance data exchange capability of digital data infrastructure during a product development lifecycle. The working group will participate with the Task UM projects, with the R&amp;D and LOTA collaborations, and in the administrative duties of INCOSE Technical Operations. The working group will represent the working group in multiple working group collaborations. The workshop and symposiums, applicants should be willing to shadow the current chair and become the TMUWG chair shortly after 2021.</td>
<td>2021-06-30</td>
</tr>
</tbody>
</table>

Figure 1 – Volunteer & Paid Opportunities

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

c. Using the CER-002 Certification Advisory Group Member as an example, please see additional information available in Figure 2, Volunteer Opportunity Details.
d. The Internal ID and Position 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 – with administrative tasks
  - Analytical – conducting some sort of analysis
  - Board Position – a member of the INCOSE Board of Directors
  - Editor – in charge of editing documents
  - Events – supporting INCOSE events
  - IT – conducting IT-related tasks
  - Judge – judging some sort of competition
  - Organizational Leadership – non-Board leadership role
  - Project Management – doing project management related tasks
  - Working Group – supporting the INCOSE Working Groups
  - Other
- Responsibilities – Responsibilities – The responsibilities of the volunteer opportunity.
- Skills Required (i.e., 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).
Figure 3 – Submit a New Request

- Enter your first and last name, your email address, and your phone number.
- To help INCOSE better understand your background, please provide the following information:
  1. Where do you work and what is your role?
  2. What systems engineering experience do you have?
  3. What are your related background and experiences to the volunteer opportunity?
  4. Anything else you want to let us know about you?
- 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.net.

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

- The “Submit an Open Volunteering Request” Dialogue Box (Figure 4) will open.
- Enter your first and last name, your email address, and your phone number.
- To help INCOSE better understand your background, please provide the following information:
  1. Where do you work and what is your role?
  2. What systems engineering experience do you have?
  3. After viewing the INCOSE website and / or participating in an INCOSE Systems Exchange Café (see [www.INCOSE.org](http://www.INCOSE.org) homepage), what areas of INCOSE interest you?
  4. What types of things do you like to do? Not like to do?
  5. What are your interests?
  6. What are your other related background and experiences?
  7. Anything else you want to let us know about you?
- 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.net.

Figure 4 – Submit an Open Volunteering Request