



INCOSE SA CHAPTER OFFICER CHARTERS

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INTRODUCTION

The Chapter Management Committee (CMC) is responsible for managing the affairs of the INCOSE SA Chapter. In terms of the INCOSE SA Bylaws, the CMC comprises core functionaries, namely the President, President-Elect, Treasurer and Administration Officer, as well as discretionary functionaries, including the Membership Officer, Communications Officer and Programmes Officer. CMC duties are allocated to the functionaries and in certain cases other individuals may be co-opted to take responsibility for specific tasks.

PURPOSE OF DOCUMENT

This document captures the duties and responsibilities of the various CMC functionaries.

RESPONSIBILITIES

Each functionary is responsible to review and update his/her at the end of his/her term of office and submit it to the CMC for review and approval.

1 President

1.1 Position Description

The CHAPTER President is the senior officer and spokesperson for the CHAPTER, and the designated point of contact between the CHAPTER and the INCOSE. The person filling the position provides leadership and strategic direction. The office is an elected position, filled according to the bylaws of the CHAPTER. The standard term is five years, beginning in the elected position of President-Elect for a period of two years, followed by two-year term of office as President, and concluding in the fifth year as Immediate Past-President. The intention of this service is to provide continuity and benefit from access to the CHAPTER “memory”. The President serves as an officer of the CHAPTER and a voting member of the CMC.

1.2 INCOSE Central – Recommended Responsibilities

1. General supervision of CHAPTER affairs.
2. Coordinate all activities of the CHAPTER.
3. Preside at all meetings of the CHAPTER and Chapter Management Committee (CMC).
4. Lead the development of a CHAPTER Strategy/Operating Plan, specifying the mission and goals of the CHAPTER for future years.
5. Participate in regional leadership with the Member Board (MB) representative.
6. Collaborate and coordinate with neighbouring chapters.
7. Represent the CHAPTER at INCOSE in general.
8. Attend the annual INCOSE IW Strategy work session and MB/Chapter leader business meeting.
9. Attend the annual INCOSE Symposium MB/Chapter leader business meeting (only if attending with sponsorship other than from CHAPTER).
10. Participate in all meetings of the CMC.
11. Achieve the specific Criteria for Success as specified in the Strategy/Operating Plan.
12. Fulfil the responsibilities of a member of the CMC to enforce the CHAPTER bylaws.
13. Engage with local industry and academia on Systems Engineering related topics and issues.
14. Engage with local CAB companies to foster collaboration and support.
15. Ensure that all CHAPTER reports are filed as required.
16. Coordinate with the INCOSE Technical Leadership Team and Major Project Leaders on tasks that can be worked at the CHAPTER level.
17. Maintain familiarity with INCOSE policies and procedures, and serve as a communication conduit between INCOSE and the CHAPTER.

INCOSE SA – Additional Responsibilities

18. Arrange and conduct formal CMC meetings and approve minutes of these meetings.
19. Obtain and approve the coordinated plans of CMC members.
20. Provide guidance to CMC members and generally oversee implementation of their plans.
21. Act as principal officer in matters of membership conduct and dispute resolution.

22. Periodic liaison with the INCOSE Region III Director and other Chapter Presidents.
23. Initiate the appointment of the Election Officer (or Nominations & Election Committee) and accept ultimate accountability for election of the succeeding CMC.
24. Lead efforts to recruit members for the South African Associates category from candidate stage to final agreements.
25. Manage the process to (potentially) amend the CHAPTER bylaws from proposal stage through balloting and/or membership meeting to conclusion, which will include implementation of the approved amendments within the CHAPTER and within INCOSE.
26. Attend the annual INCOSE international workshop and INCOSE international symposium, or send CHAPTER delegates to these two major events.
27. Approve the annual financial statements of the CHAPTER.
28. The President, together with either the President-Elect or Treasurer, shall have the authority to sign for bank accounts (and other financial matters) on behalf of the CHAPTER.
29. Update position charter at end of term.

1.3 Authority

The President serves as an officer of the CHAPTER, and chair and voting member of the CMC.

1.4 Accountability

As stipulated in the CHAPTER bylaws, INCOSE Policies ADM-101 – Conflict of Interest, CHP-100 – Chapters, and National governance.

1.5 Required Skills

Demonstrated leadership experience, or a strong willingness to learn.

Strong oral and written communications skills.

2 President-Elect

2.1 Position Description

The CHAPTER President-Elect assists the CHAPTER President, and when necessary, stands in for the President in his/her absence. The office is an elected position, filled according to the bylaws of the CHAPTER. The position of President-Elect is the first in a five-year progression defined in the CHAPTER bylaws. The President-Elect serves as an officer of the CHAPTER and a voting member of the CMC.

2.2 INCOSE Central – Recommended Responsibilities

1. Perform all duties of the President when the President is unable to perform these duties.
2. Act as point-of-contact for revisions to the CHAPTER Bylaws.
3. Work with the Programme Officer and Past Presidents on meeting schedules and presentations.
4. Work with the Membership Officer on membership drives and member services.
5. Participate in all meetings of the CMC.
6. Achieve the specific Criteria for Success as specified in the Strategy/Operating Plan.
7. Fulfil the responsibilities of a member of the CMC to enforce the CHAPTER bylaws.
8. Engage with local industry and academia on Systems Engineering related topics and issues.
9. Engage with CAB companies to foster collaboration and support.
10. Ensure that all CHAPTER reports are filed as required.
11. Coordinate with the INCOSE Technical Leadership Team and Major Project Leaders on tasks that can be worked at the CHAPTER level.
12. Maintain familiarity with INCOSE policies and procedures, and serve as a conduit of communication between the international organisation and the CHAPTER.

INCOSE SA – Additional Responsibilities

13. The President-Elect shall also take the lead in raising sponsorship for CHAPTER activities.
14. The President-Elect shall familiarise him-/herself with all CHAPTER management requirements and activities.
15. The President-Elect shall be responsible for the marketing of INCOSE and the CHAPTER.
16. The President-Elect shall succeed to the position of the President upon completion of her/his term of office or if the President resigns.
17. Assist President as and when required.
18. Raise sponsorships:
 - a) Draw up a list of potential sponsors.
 - b) Approach identified sponsors.
 - c) Enter into formal agreements with sponsors.
 - d) Ensure that sponsorships are acknowledged.
19. Participate in setting income fees from other income generating activities such as conference fees, display booths space at conferences, advertisement rates in CHAPTER publications, etc.

20. The President-Elect, together with either the President or Treasurer, shall have the authority to sign for bank accounts (and other financial matters) on behalf of the CHAPTER.
21. Update position charter at end of term

2.3 Authority

The incumbent is an Officer of the CHAPTER and a Voting Member of the CMC.

2.4 Accountability

As stipulated in the CHAPTER bylaws, INCOSE Policies ADM-101 – Conflict of Interest, CHP-100 – Chapters, and National governance.

2.5 Required Skills

Demonstrated leadership experience, or a strong willingness to learn.

Strong oral and written communications skills.

3 Treasurer

3.1 Position Description

The CHAPTER Treasurer maintains the financial records of the CHAPTER. The Treasurer guides the CMC in making purchasing and spending decisions, in accordance with strategic directions and plans of the CHAPTER, and based on a sound business case. The office is an elected position, filled according to the bylaws of the CHAPTER. The Treasurer serves as an officer of the CHAPTER and a voting member of the CMC.

3.2 INCOSE Central – Recommended Responsibilities

1. Maintain an accurate record of income and expenses of the CHAPTER - receive all funds paid to the CHAPTER and approve payment of all bills incurred by the CHAPTER as approved by the CMC.
2. Serve as chair of any CHAPTER Financial Committee.
3. Prepare an annual budget for the CHAPTER.
4. Present regular treasurer reports (at least once per quarter) to the CMC. As a minimum, these reports shall include:
 - a) income and expense for the year to date;
 - b) budget vs. actual for the year to date; and
 - c) account balance history with current account balances.
5. File the annual CHAPTER financial reports with INCOSE Central no later than January 31st and fulfil any legal requirements of the CHAPTER for financial reporting.
6. Provide recommendations for fiscal responsibility to the CMC.
7. Participate in all meetings of the CHAPTER and CMC.
8. Achieve the specific Criteria for Success as specified in the Strategy/Operating Plan.
9. Fulfil the responsibilities of a member of the CMC to enforce the CHAPTER bylaws.
10. Engage with local industry and academia on Systems Engineering related topics and issues.
11. Maintain familiarity with INCOSE policies and procedures, and serve as a conduit of communication between the international organisation and the CHAPTER.

INCOSE SA – Additional Responsibilities

12. The Treasurer shall be responsible for filing the South African tax returns for the CHAPTER.
13. The CMC shall establish and approve, for each fiscal year, an operating budget of estimated expenditures and receipts prepared by the Treasurer.
14. Determine which CHAPTER activities are planned and establish their funding requirements.
15. The Treasurer, together with either the President or President-Elect, shall have the authority to sign for bank accounts (and other financial matters) on behalf of the CHAPTER.
16. The Treasurer shall ensure that an auditor is appointed at all times.
17. The Treasurer shall ensure that the annual financial statements to be presented to the AGM are prepared, approved by the CMC, and signed by the President, President-Elect and Treasurer.
18. Serve as the lead voice for fiscal responsibility on the CMC.
19. Liaise with auditor as and when required.

20. Acquire necessary stationary to keep record of financial operations of the CHAPTER.
21. Ensure that the local portion of our members' fees is paid to the CHAPTER, and that the other portion of our members' fees is paid to INCOSE.
22. Safekeeping of all financial records of the CHAPTER.
23. Update position charter at end of term.

3.3 Authority

The incumbent is an Officer of the CHAPTER and a Voting Member of the CMC.

3.4 Accountability

As stipulated in the CHAPTER bylaws, INCOSE Policies ADM-101 – Conflict of Interest, CHP-100 – Chapters, and National governance.

3.5 Required Skills

Well-organized.

Mandatory knowledge of general bookkeeping and accounting principles.

Strong oral and written communications skills.

4 Administration Officer

4.1 Position Description

The CHAPTER Secretary formulates agendas for all business meetings of the CHAPTER and the CMC, and records the official proceedings and attendance at these meetings. The office is an elected position, filled according to the bylaws of the CHAPTER. The Secretary serves as an officer of the CHAPTER and a voting member of the CMC.

4.2 INCOSE Central – Recommended Responsibilities

1. Prepare and distributes agendas for all business meetings of the CHAPTER and CMC.
2. Record, distribute and maintain minutes and attendance at all meetings of the CHAPTER and CMC.
3. Maintain a CHAPTER membership list in cooperation with the Membership Committee.
4. Send list of CHAPTER officers to the INCOSE Executive Director.
5. Advise the CMC of required administrative actions and reports, and maintain required administrative reports.
6. Establish and maintain the “History of the CHAPTER” for use by the CMC and other Committees.
7. Prepare maintain necessary files for the annual report of CHAPTER activities.
8. Participate on other committees as assigned (for example, the Membership Committee).
9. Participate in all meetings of the CHAPTER and CMC.
10. Achieve the specific Criteria for Success as specified in the Strategy/Operating Plan.
11. Fulfil the responsibilities of a member of the CMC to enforce the CHAPTER bylaws.
12. Engage with local industry and academia on Systems Engineering related topics and issues.
13. Ensure that all CHAPTER reports are filed as required.
14. Coordinate with the INCOSE Technical Leadership Team and Major Project Leaders on tasks that can be worked at the CHAPTER level.
15. Maintain familiarity with INCOSE policies and procedures, and serve as a conduit of communication between the international organisation and the CHAPTER.

INCOSE SA – Additional Responsibilities

16. Responsible for administrative matters in general including maintenance of all permanent records.
17. Custodian of all original CHAPTER documentation and correspondence, as well as configuration control of CHAPTER documentation (e.g. Bylaws, nomination form).
18. Establish and maintain a register of officers of INCOSE SA and ensure the INCOSE central database reflects these positions.
19. Operation and administration of the mailing facility (postal and electronic) to enable communication with the membership and other stakeholders.
20. Maintain templates for minutes and official CHAPTER letters & faxes.
21. Maintain a filing system for CHAPTER permanent records and other documentation.
22. Obtain relevant documents from current custodians for safekeeping.
23. Maintain a backup procedure for all records.

24. Update position charter at end of term.

4.3 Authority

The incumbent is an Officer of the CHAPTER and a Voting Member of the CMC.

4.4 Accountability

As stipulated in the CHAPTER bylaws, INCOSE Policies ADM-101 – Conflict of Interest, CHP-100 – Chapters, and National governance.

4.5 Required Skills

Strong oral and written communications skills.

Demonstrated management experience at the organisational level.

5 Programmes Officer

5.1 Position Description

The Programmes Officer shall plan and organise the CHAPTER meetings and annual CHAPTER conference.

5.2 INCOSE Central – Recommended Responsibilities

1. Arrange CHAPTER meetings as scheduled on the year planner.
2. Arrange the annual CHAPTER conference.
3. The objectives of these events will be:
 - a) Raise the awareness of the systems engineering discipline and INCOSE.
 - b) Provide a forum for networking for systems engineers.
 - c) Share systems engineering tools and techniques, as well as lessons learnt.

INCOSE SA – Additional Responsibilities

4. Prepare and maintain a CHAPTER meeting checklist.
5. Prepare and maintain a CHAPTER conference checklist.
6. Identify and secure the services of speakers for CHAPTER meetings.
7. Prepare adverts and liaise with the Communications Officer for the distribution of such adverts.
8. Liaise with the Western Cape Branch Co-ordinator for support of WCB meetings.
9. Arrange tutorials to either coincide with the annual CHAPTER conference or at other times for the benefit of the INCOSE SA members.

5.3 Authority

The incumbent is an Officer of the CHAPTER and a Voting Member of the CMC.

5.4 Accountability

As stipulated in the CHAPTER bylaws.

5.5 Required Skills

Strong oral and written communications skills.

Good organising skills.

6 Communications Officer

6.1 Position Description

The Communications Officer shall provide the means to communicate information to the CHAPTER membership and shall be responsible for the CHAPTER web site and the newsletter.

6.2 Responsibilities

1. Maintain a web site that provides information specific to the CHAPTER and with links to associated web sites.
2. Perform the combined function of newsletter editor and web master of the CHAPTER website.
3. Promote INCOSE and its products and services by means of the web site/newsletter.
4. Increase awareness of INCOSE by means of the web site/newsletter.
5. Facilitate effective internal communication within INCOSE SA by means of the web site/newsletter.
6. Support other members of CMC with publishing their information by means of the web site/newsletter.
7. Update website at least on a monthly basis (or more frequent when appropriate) with latest information.
8. Issue call for articles one month before each newsletter.
9. Issue quarterly CHAPTER newsletters – end March, June, September and mid-December.
10. Request Treasurer to issue invoices for advertisements.
11. Establish and maintain a documentation control system.
12. Update position charter at end of term.

6.3 Authority

The incumbent is an Officer of the CHAPTER and a Voting Member of the CMC.

6.4 Accountability

As stipulated in the CHAPTER bylaws.

6.5 Required Skills

Strong oral and written communications skills.

Demonstrated management experience at the organisational level.

7 Membership Officer

7.1 Position Description

The Membership Officer shall be responsible for retention and growth of CHAPTER membership.

7.2 Responsibilities

1. Interact with individuals and organisations to stimulate interest in SE and the South African CHAPTER of INCOSE. This may include telephone conversations, presentations and visits.
2. Consolidate opinions/feedback from interactions with interested persons and members, and formulate inputs to the CMC that will enhance growth and retention of membership.
3. Provide proactive and reactive inputs to the Communications and Programme officers to enhance their outputs in pursuit of membership growth and retention.
4. Resolve membership fee issues with members regarding status and history.
5. Keep a list of paid-up members current for use by the CMC.
6. Establishment and maintenance of a complete database of CHAPTER membership details, including backup and safekeeping of data.
7. Compile a list of organisations (including businesses, academic institutions and state departments) which are desired to support CHAPTER membership through their employees.
8. Identify contact person for larger organisations with more than one member.
9. Retain as many of the CHAPTER members as possible.
10. Sending reminders to members 1 month prior to their membership expiring.
11. Sending reminders to lapsed members within 1 month of their membership expiring.
12. Surveying lapsed members to determine why memberships were not renewed.
13. Develop and maintain an appropriate database to facilitate management of membership issues.
14. Identify list of organisations desired as CHAPTER CAB members.
15. Get as many of the non-members who attended previous meetings to join the CHAPTER.
16. Update position charter at the end of term.

7.3 Authority

The incumbent is an Officer of the CHAPTER and a Voting Member of the CMC.

7.4 Accountability

As stipulated in the CHAPTER bylaws.

7.5 Required Skills

Strong oral and written communications skills.

Demonstrated management experience at the organisational level.

8 Immediate Past President

8.1 Position Description

The CHAPTER Immediate Past President assists the CHAPTER President and the President-Elect. The office is an elected position, filled according to the bylaws of the CHAPTER. The Immediate Past President is an officer position with a one-year term of office following the successful completion of duties as CHAPTER President. The Immediate Past President serves as an officer of the CHAPTER and a voting member of the CMC.

8.2 INCOSE Central – Recommended Responsibilities

1. Serve as historian and mentor to CHAPTER President and President-Elect.
2. As defined by CHAPTER President – for example, as chair of the Nominations and Elections Committee.
3. Participate in all meetings of the CHAPTER and CMC.
4. Achieve the specific Criteria for Success as specified in the Strategy/Operating Plan.
5. Fulfil the responsibilities of a member of the CMC to enforce the CHAPTER bylaws.
6. Engage with local industry and academia on Systems Engineering related topics and issues.
7. Engage with CAB companies to foster collaboration and support.
8. Ensure that all CHAPTER reports are filed as required.
9. Coordinate with the INCOSE Technical Leadership Team and Major Project Leaders on tasks that can be worked at the CHAPTER level.
10. Maintain familiarity with INCOSE policies and procedures, and serve as a conduit of communication between the international organisation and the CHAPTER.

8.3 Authority

The incumbent is an Officer of the CHAPTER and a Voting Member of the CMC.

8.4 Accountability

As stipulated in the CHAPTER bylaws, INCOSE Policies ADM-101 – Conflict of Interest, CHP-100 – Chapters, and National governance.

8.5 Required Skills

Demonstrated leadership experience.

Strong oral and written communications skills.