

# ECF Chair Terms of Reference

## Overview and Benefits

The role of the Chair is to represent the early careers community at the highest level within INCOSE UK as well as wider INCOSE. You will chair our ECF committee meetings and support committee members where needed to achieve the intended outcomes of the ECF. You will also be expected to attend quarterly INCOSE UK Council meetings where you have the opportunity to support other council members and contribute to the smooth running of INCOSE UK.

Here are some of the benefits for this role:

**Gain New Skills.** This role will help you to develop key skills in time management, communication and leadership. We also like to incorporate Systems Engineering techniques into our work where possible and so you will have the opportunity to apply SE skills in a different setting.

**Professional Development.** The experience you gain from this role can contribute to Continual Professional Development (CPD) and Professional Registration.

**ECF Community.** You will be working with fellow volunteers from across industry within the ECF committee as well as having wider support from the INCOSE UK Secretariat and INCOSE UK Council.

## Responsibilities

The primary responsibilities for the role include but are not limited to the following:

- Chairing the ECF meetings, including agreement of date, venue, agenda and minutes with the Deputy Chair
- Co-chairing the INCOSE UK Council / ECF Joint Meetings, including agreement of date, venue, agenda and minutes with the Deputy Chair, Secretary and President of INCOSE UK Council
- Attendance at INCOSE UK Council Meetings
- Acting as point of contact between INCOSE UK Council and ECF.
- Reporting on ECF activities to INCOSE UK Council
- Ensuring that any advice or questions raised by ECF is communicated to INCOSE UK Council and that it is addressed
- Ensuring that ECF Working Groups are progressing satisfactorily
- Promoting the role of the ECF to potential members
- Ensuring that any actions that are placed by ECF are addressed in a timely manner.

## Conditions

By submitting an application for the role, you also agree to the following conditions:

- **Length of Term.** The length of term is 1 year with an additional 1-year option whereby the incumbent can remain in post without election. If the incumbent chooses to leave their post after the first year, the role will then be advertised for election. The role will then be advertised following the optional year. It is preferred but not necessary, for the tenure of the Chair to be staggered with that of the Deputy Chair to ensure continuity.
- **Membership.** You must be an INCOSE UK and ECF member to be nominated for a role.
- **Equality, Diversity and Inclusion.** We are committed to developing an inclusive and diverse ECF community. We expect all committee members and the wider membership to adhere to the [INCOSE UK ED&I policy](#).
- **INCOSE UK Bylaws and Policies.** You must comply with stipulated in INCOSE UK Bylaws and policies. This includes directives on conflict of interest and all policies and procedures of the organisation. See the [Code of Conduct](#) for more details.