



INCOSEUK

UK Advisory Board Roles & Responsibilities

V2

SEPTEMBER 2014



Contents

Introduction	2
Role Title: INCOSE UK Advisory Board Representative	2
Purpose of Position	2
Role Responsibilities	2
Role Title: INCOSE UK Advisory Board Chair	3
Purpose of Position	3
Role Responsibilities	3
Role Title: INCOSE UK Advisory Board Deputy Chair	3
Purpose of Position	3
Role Responsibilities	3
Role Title: INCOSE UK Advisory Board Chair Elect	4
Purpose of Position	4
Role Responsibilities	4
Role Title: INCOSE UK Advisory Board Past Chair	4
Purpose of Position	4
Role Responsibilities	4
Role Title: INCOSE UK Advisory Board Secretary	4
Purpose of Position	4
Role Responsibilities	4

Introduction

This document lists each of the roles recognised within the UK Advisory Board to INCOSE UK.

It also provides the responsibilities for each of those roles.

Role Title: INCOSE UK Advisory Board Representative

Purpose of Position

The role of the INCOSE UK Advisory Board Representative primarily exists to enable the operation of the INCOSE UKAB.

The UKAB Representative role therefore has two key purpose statements:

- To enable two way communications between the UKAB and the home organisation¹
- To enable operation of the UKAB such that it satisfies its commitments as defined in the INCOSE UKAB Terms of Reference.

As defined in the Terms of Reference, “ the aim of the INCOSE UKAB is to provide a platform for industry, government and academia to influence the direction of Systems Engineering development and best practice.”

Role Responsibilities

An INCOSE UK Advisory Board Representative is responsible for:

- Attendance and participation in UKAB and joint UKAB/UKC Meetings.
- Leading, and contributing to, delivery of defined UKAB actions
- Maintaining a current understanding of the home organisations strategic and priority issues relating to Systems Engineering in the UK
- Speak on behalf of the home organisation in all systems engineering matters relevant to INCOSE UKAB
- Communication to the UKAB of the home organisations strategic and priority issues relating to Systems Engineering in the UK
- Dissemination of INCOSE UK communications within the home organisation
- Stimulation of interest in, and individual membership of, INCOSE UK within the home organisation
- Stimulation of organisational and individual interest, participation and contribution to national and regional INCOSE UK activities
- Stimulation of organisational and individual interest, participation and contribution to INCOSE UK Working Groups
- Promotion of the development, Professional Registration and Certification of Systems Engineers within the home organisation

¹ **Home Organisation:** The organisation that the individual represents when attending the UKAB forum, typically this is part, or all, of the individual’s employing organisation. The scope of the representation should be fully determined by the individual



- Promotion of Systems Engineering and INCOSE UK within the home organisation, and any additional areas of influence the individual has
- Development of relationships between INCOSE UK and other, related, national and international bodies

Role Title: INCOSE UK Advisory Board Chair

Purpose of Position

The role of INCOSE UK Advisory Board Chair exists to ensure that the UK Advisory Board meets its Terms of Reference, including the Aims and Objectives, and that all members of the UK Advisory Board have an equal opportunity to express the opinion and needs of their home organisation

Role Responsibilities

In addition to the Role Responsibilities of a UK Advisory Board Representative, the UK Advisory Board Chair is responsible for:

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

Role Title: INCOSE UK Advisory Board Deputy Chair

Purpose of Position

The role of INCOSE UK Advisory Board Deputy Chair exists to support the INCOSE UK Advisory Board Chair in their role.

Role Responsibilities

In addition to the Role Responsibilities of a UK Advisory Board Representative, the UK Advisory Board Deputy Chair is responsible for:

- Agreeing the date, venue, agenda and minutes of INCOSE UK Advisory Board Meetings with the Chair and Secretary

- Chairing the INCOSE UK Advisory Board Meetings in the case of absence of the Chair
- Co-chairing INCOSE Council / INCOSE UK Advisory Board Joint Meetings with the President of INCOSE Council in the case of absence of the Chair
- Attendance at INCOSE UK Council Meetings
- Assisting the INCOSE UK Advisory Board Chair in any of the aspects of their role

Role Title: INCOSE UK Advisory Board Chair Elect

Purpose of Position

The role of INCOSE UK Advisory Board Chair Elect exists to ensure that an in-coming Chair has sufficient time to understand the role of INCOSE UK Advisory Board Chair, and therefore ensure a continuation of leadership when taking over the role.

Role Responsibilities

In addition to the Role Responsibilities of a UK Advisory Board Representative, the UK Advisory Board Chair Elect is responsible for:

- Assisting the INCOSE UK Advisory Board Chair in any of the aspects of their role
- Attendance at UK Council Meetings

Role Title: INCOSE UK Advisory Board Past Chair

Purpose of Position

The role of INCOSE UK Advisory Board Past Chair exists to ensure that the domain knowledge, experience and networks of the immediate past Chair is not lost on handover of the role to the incoming Chair. This is an advisory role only.

Role Responsibilities

In addition to the Role Responsibilities of a UK Advisory Board Representative², the UK Advisory Board Past Chair is responsible for:

- Providing advice to the UK Advisory Board Chair and Deputy Chair regarding any areas on the business of the UK Advisory Board for which they have knowledge and experience
- Attendance at INCOSE UK Advisory Board Meetings when appropriate

Role Title: INCOSE UK Advisory Board Secretary

Purpose of Position

The role of INCOSE UK Advisory Board Secretary is to ensure that the administrative and organisational aspects of the UK Advisory Board are addressed.

Role Responsibilities

The UK Advisory Board Secretary is responsible for:

² In accordance with the INCOSE UK Advisory Board Terms of Reference, if a Past President is no longer the current representative of an INCOSE UK Advisory Board Member Organisation, they may still attend meetings if appropriate, but in an advisory capacity only. They may not participate in any vote and the Roles and Responsibilities of INCOSE UK Advisory Board Representative will not apply.



UK Advisory Board Roles & Responsibilities

- Agreeing the date, venue, agenda and minutes of INCOSE UK Advisory Board Meetings with the Chair and Deputy Chair
- Writing the minutes of the UK Advisory Board Meetings
- Circulating the agreed minutes to the UK Advisory Board and UK Council
- Ensuring that actions from the UK Advisory Board meetings are captured and updating them with information provided by the actionees