



INCOSEUK

UK Advisory Board Terms of Reference

V4

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Introduction

This document sets out the operating practice for the INCOSE UK Advisory Board (UKAB). This version updates V3 dated 30 November 2005.

Aim

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.

Objectives

The objectives associated with the Advisory Board's aim can be identified as four functions:

1. Advise

Provide advice to the UK Chapter Board, UKAB member organisations and Systems Engineering stakeholders in matters relating to Systems Engineering within the UK

2. Promote

To promote the development, understanding and application of Systems Engineering throughout the UK

3. Support

To endorse and support the development, execution and management of the INCOSE UK Strategy and associated objectives

4. Challenge

To challenge and influence, where appropriate, the direction of INCOSE UK for the benefit of Systems Engineering within the UK

5. Communicate

To enable and support communication with other Institutions / Professional Bodies and the wider international Systems Engineering community and INCOSE Central

Views expressed by the UKAB do not necessarily reflect the policy of INCOSE UK Chapter Board.

UKAB members will encourage INCOSE membership and participation from members of their organisations.

Membership

The UKAB is comprised of representatives from subscribing organisations. Each organisation is responsible for the identification of its representative.

The subscribing organisations are approved by the INCOSE UK Chapter Board.

A representative from the INCOSE UK Chapter Board to provide liaison between both bodies is invited to attend ordinary UKAB meetings, (normally this will be the INCOSE UK President-Elect).

Others may attend the UKAB meeting by invitation from the UKAB Chair.

Views expressed by members of the meeting do not necessarily reflect the policy of their sponsoring organisation.

Should it be felt that there is a conflict of interest where Members are overtly marketing their organisation's products or services, a decision may be made by UKAB to revoke their membership.

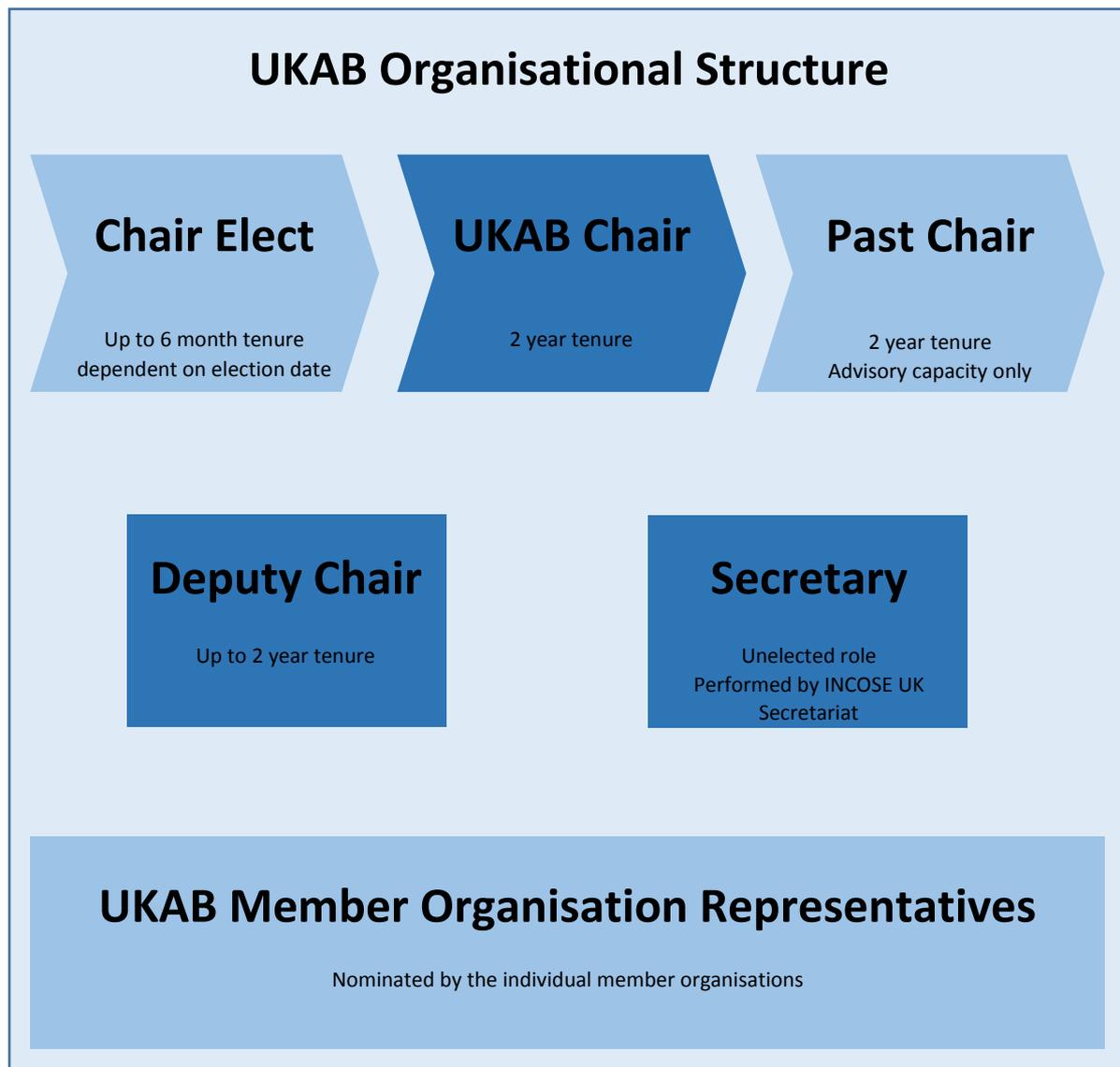
Membership of UKAB implies no specific obligation.

UKAB Positions

The following roles are required within UKAB:

- Chair
- Deputy Chair
- Chair Elect
- Past Chair

The organisation of UKAB and the structure / requirements for these roles is illustrated below and described in the following sections.



Overview of positions

Chair

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.

The UKAB Chair must be a current UKAB member organisation representative.

The position of UKAB Chair has two year tenure. It may not be held for more than two consecutive terms.

Further details of the role are given in the INCOSE UK Advisory Board Roles and Responsibilities.

Deputy Chair

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

The Deputy Chair must be a current UKAB member organisation representative.

This position has two year tenure, but a Deputy Chair may commit to a shorter amount of time if necessary. It may not be held for more than two consecutive terms. It is preferred, but not necessary, for the tenure of the Deputy Chair to be staggered with that of the Chair to ensure continuity.

Further details of the role are given in the INCOSE UK Advisory Board Roles and Responsibilities.

Chair Elect

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.

The Chair Elect must be a current UKAB member organisation representative.

This role lasts from the point of election to the end of the current Chair's tenure.

A Deputy Chair may also be Chair Elect, subject to the election process.

Further details of the role are given in the INCOSE UK Advisory Board Roles and Responsibilities.

Past Chair

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.

The Past Chair does not need to be a current UKAB member organisation representative, although their organisation must be a member of UKAB. A Past Chair who is not a current member organisation representative will not be able to participate in any vote unless that member organisations current representative is absent and delegated authority has been given.

This role lasts for two years, following on from the completion of their Chair tenure.

Further details of the role are given in the INCOSE UK Advisory Board Roles and Responsibilities.

Secretary

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

This role is performed by the INCOSE UK Secretariat

Further details of the role are given in the INCOSE UK Advisory Board Roles and Responsibilities.

Election to roles

The Chair Elect will be elected by the UKAB Member organisation representatives within the 6 months immediately prior to the end of tenure of the current UKAB Chair. They will automatically become UKAB Chair at the end of the current UKAB Chair's tenure.

The Deputy Chair will be elected by the UKAB Member organisation representatives within the 6 months immediately prior to the end of tenure of the current Deputy Chair, and will take over the role at the end of the current Deputy Chair's tenure.

The UKAB Chair will automatically become Past Chair at the end of their tenure.

The Secretary role is performed by the INCOSE UK Secretariat, therefore no election is required.

Management of Meetings

Meetings are to be held at least 3 times per year, the next meeting date and venue being agreed by consensus during the meeting.

In the absence of the Chair, the Chair will designate, in advance, a deputy from UKAB members, or failing that, the members present will agree a Chair for the duration of the meeting. The first choice of deputy will be the Deputy Chair, unless there is a current Chair Elect.

The role of Secretary is performed by the INCOSE UK Secretariat. Where possible, the same individual will act as secretary; however, in the case of their absence a deputy will be provided by the INCOSE UK Secretariat.

Meeting agenda and Minutes

The agenda for each UKAB meeting will be agreed between the Chair, Deputy Chair and Secretary. The agenda will be circulated prior to the meeting. Any UKAB member can submit items for inclusion in the agenda.

The secretary will prepare the minutes of the meetings and circulate to:

- UKAB members
- INCOSE UK Chapter Board Members

Minutes will be approved at the subsequent meeting.

INCOSE UK Strategy meeting

At least one combined UKAB / INCOSE UK Chapter Board strategy meeting will be coordinated per year, to which all UKAB members will be invited.

Liaison between UKAB and INCOSE UK Council

The UKAB will formally submit recommendations to the INCOSE UK Chapter Board via the meeting report.

The UKAB will receive, discuss, and respond to requests made by the INCOSE UK Council.

A representative from the INCOSE UK Chapter Board is invited to attend ordinary UKAB meetings, (normally this will be the INCOSE UK President-Elect).

The UKAB Chair will have a seat at INCOSE UK Chapter Board meetings.

Additional seats are available for UKAB representatives to attend the INCOSE UK Chapter Board meetings. These additional seats are offered at the following rate¹:

- 1 to 19 UKAB members = Chair
- 20 to 29 UKAB members = Chair plus one other
- 30 to 39 UKAB members = Chair plus two others
- 40+ UKAB members = Chair plus three others

The additional UKAB representatives to the INCOSE UK Chapter Board meetings will be decided during the UKAB meeting prior to the Chapter Board meetings.

Working Groups

Members of the UKAB may nominate staff from their organisations to join working groups set up by INCOSE UK. The UKAB can request reports from the Chairs of such working groups.

The UKAB may suggest topics for UK working groups to the INCOSE UK Chapter Board, for their consideration and approval.

In the event that the INCOSE UK Council does not support a suggested working group, then the UKAB may set up its own working groups as it deems appropriate. Such working groups will report to the UKAB. Membership of such working groups is limited to members of the UKAB unless otherwise agreed by the UKAB.

Attendance

In situations where a vote is required, then the meeting shall have a quorum if more than 1/3 of the members are present or in telephone contact.

Otherwise, such decisions are postponed to a later meeting, or an electronic voting action is put in place, if the decision is needed prior to the next meeting.

¹ If there is a Chair Elect, they would be expected to take one of the seats. It is assumed, but not expected, that the Deputy Chair will take one of the seats. In the event of one of the named roles being unable to attend, their seat can be taken by an alternative UKAB Member