

# INCOSE VOLUNTEER & PAID OPPORTUNITIES

## How to Guide – Revision 4

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

Internal_ID	Type	Classification	Title	Description	Deadline
DEI-001	VOL	Board Position	Associate Director for Diversity, Equity and Inclusion	The INCOSE Associate Director for Diversity, Equity and Inclusion (DEI) is an appointed position with a three-year term of office. The position reports to the INCOSE President. The Associate Director for DEI is the INCOSE lead on diversity, equity, and inclusion, is INCOSE's principal spokesperson on the subject, and leads the DEI Advisory Committee.	2021-05-31
MEM - 201	VOL	Board Position	Associate Director of Membership Engagement	The INCOSE Associate Director of Member Engagement is an appointed position by the INCOSE Board of Directors with a three-year term of office. This individual is responsible to the Secretary 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.	2021-05-01
CER-003	VOL	Working Group	Certification Application Reviewer	INCOSE CSEPs and ESEPs only: work on small, virtual team to assess application packages for CSEP certification. Attend initial and refresher training. Comply with INCOSE Privacy Policy to protect applicant information.	2021-10-31
CER-001	VOL	Working Group	Certification Exam Item Reviewer	INCOSE SEPs only: Participate in webinars to review proposed exam questions. Work is done in a group with other INCOSE Systems Engineering Professionals. Perspectives of non-native English speakers are especially valued, alongside those of individuals with a variety of experiences including both new and experienced in the field of systems engineering.	2021-12-01
TO-005	VOL	Administrative	Deputy Assistant Director, Technical Events		2020-10-31
TIMLM-001	VOL	Working Group	Working Group Chair	The Tool Integration and Model Lifecycle Management WG 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 created during a product development lifecycle. The WG chair will participate with the TIMLM projects, with the PDES and LOTAR collaborations and in the administrative duties of INCOSE Technical Operations. The working group chair represents the working group in multiple working group collaborations, the workshops and symposiums. Applicant should be willing to shadow the current chair and become the TIMLM WG chair shortly after IS 2021.	2021-04-30

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.

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Certification Advisory Group member	
Internal ID:	CER-002
Description:	INCOSE SEP only. CAR reviewers preferred. Candidates must be available to participate in monthly teleconferences to review certification program plans and procedures. The CAG advises the Certification Program Manager and INCOSE Board of Directors. CAG members serve three-year terms that start and end after the International Symposium. Learn more about the INCOSE Certification Program and influence its future. Get to know other CAG members, who come from around the world and are enthusiastic about INCOSE Certification.
Volunteering Benefits:	Organizational Leadership
Classification:	
Responsibilities:	
Pre-requisites & Qualifications Held:	Must be an INCOSE individual member and an INCOSE CSEP or ESEP. Current service as an INCOSE Certification Application Reviewer or Item development volunteer highly desired.
Means of Engagement:	Monthly Zoom calls, in-person meeting at INCOSE International Workshop or International Symposium desired, and written communications via email and Microsoft Teams.
Work location:	remote
Number of volunteers needed:	3
Working with:	INCOSE Certification Program Manager and the eight other members of the Certification Advisory Group.
Deadline:	2021-03-31
Status:	Open
Leader:	Courtney Wright (INCOSE)
Backup:	Don Geesh (INCOSE)
<b>Point of contact</b>	
<a href="#">Submit your application</a>	

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).



- e. You should be contacted within 2 weeks (14 days). If not, please contact the Volunteer Opportunities Administrator at [voadmin@incose.net](mailto:voadmin@incose.net).

### Submit an Open Volunteering

First Name	
Last Name	
Email address	
Phone	
Where do you work and what is your role?	
What systems engineering experience do you have?	
After viewing the INCOSE website and / or participating in an INCOSE Systems Exchange Café (see <a href="http://www.INCOSE.org">www.INCOSE.org</a> homepage), what areas of INCOSE interest you?	
What types of things do you like to do? Not like to do?	
What are your interests?	
What are your related background and experiences to the volunteer opportunity?	
Anything else you want to let us know about you?	

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If you have any questions or need more information, please contact the Volunteer Opportunities Administrator at [voadmin@incose.org](mailto:voadmin@incose.org).

Figure 4 – Submit an Open Volunteering Request