



MGT-100: Search Committee Charter – 19 October 2023

Objective

This policy describes the establishment of a Search Committee required to find suitable candidates for INCOSE appointments, both for volunteer roles and salaried roles. The committee also manages the overall selection and appointment process.

Membership

A Search Committee shall be formed at the discretion of the Board of Directors. The President shall appoint a member of the Board of Directors to chair a Search Committee. Membership shall be comprised of additional members as appointed by the President and approved by the Executive Officers.

Scope

A Search Committee shall maintain the criteria for selection of appointed roles in accordance with by-laws and policies.

A Search Committee shall prepare and validate a slate of candidates for each appointment.

Search Committee members shall not be candidates for the appointed roles that the Search Committee is seeking to fill.

Responsibilities

Listed below are the responsibilities of a Search Committee -

- Secure funds and include budget estimate and business case for the appointed roles. (Note: Funds include salary, if required by the position, and other budgetary requirements for the position, such as stipend.)
- Develop the process for recruitment, assessment of candidates, and hiring/appointing – includes clarifying roles, position description, terms of reference, performance metrics, selection criteria, and search process.
- Solicit nominations using multiple means to ensure equity and seek candidates who represent the needs of a diverse INCOSE membership. Utilize professional services for searching for suitable candidates, as needed. Approval to use professional services follows policy FIN-101 Budget and Planning Committee.
- Apply selection criteria in the assessment of qualified candidates.



- Nominate two (2) or more candidates with appropriate credentials for each appointment. Any exception to this must be approved by the Board of Directors.
- Select the preferred candidate and present recommendation to the INCOSE Board of Directors for approval.
- Notify all candidates of the outcome no later than one month after receipt of approval from the Board of Directors.
- Build/maintain a list of potential candidates for future appointments.

SUPERSEDES: MGT-100 dated 14 October 2021

APPROVED BY: INCOSE Board of Directors, Virtual, 19 October 2023

MAINTAINED BY: (RACI Responsible R): President-Elect

POLICY OWNER: (RACI Accountable A): President