

IfSE UK Advisory Board Roles & Responsibilities

Introduction

This document lists each of the roles recognised within the UK Advisory Board (UKAB) to the Institute for Systems Engineering (IfSE).

It also provides the responsibilities for each of those roles.

Role Title: IfSE UKAB Point of Contact (POC)

Purpose of Position

The role of the IfSE UKAB POC primarily exists to enable the operation of the IfSE 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 IfSE UKAB Terms of Reference.

As defined in the Terms of Reference, “the aim of the IfSE 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 IfSE UKAB POC is responsible for:

- Attendance and participation in UKAB and IfSE Council / IfSE UKAB Joint 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 IfSE UKAB
- Communication to the UKAB of the home organisations strategic and priority issues relating to Systems Engineering in the UK
- Dissemination of IfSE communications within the home organisation
- Stimulation of interest in, and individual membership of, IfSE 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

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- Stimulation of organisational and individual interest, participation and contribution to national and regional IfSE activities
- Stimulation of organisational and individual interest, participation and contribution to IfSE Working Groups
- Promotion of the development, Professional Registration and Certification of Systems Engineers within the home organisation
- Promotion of Systems Engineering and IfSE within the home organisation, and any additional areas of influence the individual has
- Development of relationships between IfSE and other, related, national and international bodies

Role Title: IfSE UKAB Chair

Purpose of Position

The role of IfSE UKAB Chair exists to ensure that the UKAB meets its Terms of Reference, and that all members of the UKAB have an equal opportunity to express the opinion and needs of their home organisation.

Role Responsibilities

In addition to the Role Responsibilities of a UKAB Representative, the UKAB Chair is responsible for:

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

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- Ensuring that any actions that are placed by IfSE UKAB are addressed in a timely manner

For further reference see the UKAB Chair – Terms of References.

Role Title: IfSE UKAB Deputy Chair

Purpose of Position

The role of IfSE UKAB Deputy Chair exists to ensure that an in-coming Chair has sufficient time to understand the role of IfSE UKAB Chair and therefore ensure a continuation of leadership when taking over the role.

Succession

The Deputy UKAB role will transition into the UKAB Chair role. The role is established the term of both posts will be 2 years. Therefore, candidates must note this is a 4-year commitment.

Role Responsibilities

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

- Agreeing the date, venue, agenda and minutes of IfSE UKAB Meetings with the Chair and Secretary
- Chairing the IfSE UKAB Meetings in the case of absence of the Chair
- Co-chairing IfSE Council / IfSE UKAB Joint Meetings with the President of IfSE Council in the case of absence of the Chair
- Attendance at IfSE Council Meetings
- Assisting the IfSE UKAB Chair in any of the aspects of their role

For further reference see UKAB Deputy Chair – Terms of References.

Role Title: IfSE UKAB Secretariat representative

Purpose of Position

The role of IfSE UKAB Secretary is to ensure that the administrative and organisational aspects of the UKAB are addressed.

Role Responsibilities

The UKAB Secretariat representative is responsible for:

- Agreeing the date, venue, agenda and minutes of IfSE UKAB Meetings with the Chair and Deputy Chair
- Writing the minutes of the UKAB Meetings

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- Circulating the agreed minutes to the UKAB and IfSE Council
- Ensuring that actions from the UKAB meetings are captured and updating them with information provided by the actioned individual.