

	Position	Responsibilities	POC
Chapter Mini-Conference Support	Conference General Chair	Leadership: Provides overall leadership and guidance to the organizing committee and ensures the conference objectives are met. Planning: Sets the conference theme, defines the scope, and identifies the target audience. Coordination: Oversees the work of the organizing committee, ensuring effective communication, collaboration, and coordination among team members. Engagement: Represents the conference to external stakeholders such as sponsors, keynote speakers, and potential attendees; ensures conference is advertised. Logistics: Ensures location, rooms, parking, technical support (A/V), volunteers, food, events are planned and executed.	Nazanin Sharifi president@incose-la.org
	Conference Technical Chair	Program Development: Oversees the development of the conference program, including producing the call for papers and review of submitted abstracts. Reviewer Management: Coordinates the activities of the program committee and ensures the timely and thorough review of submitted abstracts; assigns reviewers, monitors the review process, and makes final decisions on acceptance. Session Organization: Plans and organizes the conference sessions, including assigning papers to specific sessions, arranging the schedule, and coordinating with session chairs to ensure a smooth flow of presentations. Quality Control: Ensures the technical quality of the conference by maintaining high standards for the accepted presentations; provide guidance to presenters to ensure their work meets the conference's expectations. Technical Support: Coordinates with the technical support (A/V) team to ensure that the necessary equipment and resources are available for presenters during the conference.	Nazanin Sharifi president@incose-la.org
General Chapter Support	Events Volunteer	- Supports the planning and execution of chapter-supported events - Events include: Mars Rover Expo, networking events, conferences	Nazanin Sharifi president@incose-la.org
	Chapter Liaison	- Communicate INCOSE-LA Chapter events with the other INCOSE Chapters - Attend INCOSE Headquarter meetings as an INCOSE-LA representative - Facilitate joint events (Speaker Meetings/Tutorials) with other INCOSE Chapters - Recommend Speakers/ Topics	Nazanin Sharifi president@incose-la.org
	Social Chair	- Host Social/Networking events - Support Membership Director and Communications Directors	Nazanin Sharifi president@incose-la.org

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