

**COE Community**

**Product and Process Chairman**

**REPORTS TO:**  Division Manager

**POSITION SUMMARY:** A COE Chairman’s objective is to provide a forum for presentation, demonstration, and discussion of the use of the Dassault Systèmes family of products for their specific product or process committee. Chairmen within each division/community work under the leadership of their community’s division manager.

A COE Chairman is responsible for participating in activities that enable the area they represent to grow through COE year-round activities and annual conference planning. These activities include the participation in appropriate forums, COE NewsNet, recruiting for or presenting in an Ask the Expert session, collecting content for annual conference educational sessions, and moderating annual conference sessions.

A COE Chairman assures that the Dassault Systèmes family of products users’ requirements for improved functionality are properly communicated through the COE online product requirements tool. This includes improvement requests as well as top strategic requirements.

**ACCOUNTABILITIES**:

1. Works to resolve outstanding community division issues and achieve the goals established for the division.
2. Assists the community division manager in managing the functions of the division
3. Completion of work within established deadlines.
4. The chairman shall be a volunteer who is actively involved in the area covered by the his or her committee
5. Each division is supported in its work by specialist from Dassault Systèmes, who attend and actively participate

**ROLE EXPECTATIONS:**

1. Assist the community division manager in planning for COE Annual PLM Experience & TechniFair.
   1. Submit content through the online “call for content” tool throughout the year
   2. Attend conference planning sessions (as request by community division manager)
   3. Solicit topics/speakers
   4. Rate event content – abstract/speaker submissions
   5. Review and manage conference schedules – moderate sessions
   6. Attend conference wrap up meetings/ complete volunteer survey
2. Assist the community division manager and year-round content owners in the collection of content for the following:
   1. NewsNet articles
   2. Ask the Expert sessions
   3. Participate and moderation of the online discussion forums
3. Participate and encourage the community to participate in the year-round, online product requirements submission tool. Work with the community division manager as needed.
4. Endeavor to achieve progress in completing outstanding committee issues/resolutions
5. Bring appropriate items of interest before the committee.
6. Leverage personal or professional connections with academic institutions to help grow academic participation in COE programs.
7. Communicate with the division manager and other members of the community to achieve the best possible outcome for the work of the division
8. Recruit and mentor COE members
9. Assist in succession planning and mentorship for his/her role

**QUALIFICATIONS**:

1. Must be a current COE Member.
2. Able to commit the time required for the term of office – 3 years.
3. Able to attend the annual conference, including pre- and post-conference meetings, and any required meetings of the committee.
4. Must have demonstrated an active interest in the purposes and goals of COE.
5. Must have the backing of their employer institution
6. Must have an up-to-date management support letter

**BENEFITS:**

1. Opportunity to interact directly with Dassault Systèmes PLM Solutions representatives from the management and development organizations
2. Benefit the volunteer's company by promoting his/her company's technical requirements.
3. Provides national recognition and career advancement opportunities

**ADDITONAL EXPECTATIONS FROM COE HQ:**

1. Be an advocate for COE
2. Inform COE HQ and the community division manager of any changes to employee or contact information
3. Communicate with the community division manager if there are changes in role, involvement in the community, or ability to execute the position
4. Ask questions or ask for help if needed