# COE Community Division Manager

(Product Definition (PD); Manufacturing (MFG); Engineering, Analysis & Simulation (EAS); Infrastructure, Develop, Deploy & Knowledge (IDDK); Education & Training (ET); Information Mgmt (IMT); Industry Solutions (ISOL)

**REPORTS TO:**  Board of Directors (BOD) – Volunteer’s Liaison

**POSITION SUMMARY:** A COE Community Division Manager’s objective is to provide a forum for presentation, demonstration, product requirements and discussion of the use of the Dassault Systèmes family of products for their specific division.

A COE Community Division Manager is responsible for coordination of the Committee Chairs/volunteers within their division in order to facilitate a healthy and robust COE year round experience for the member companies.

A COE Community Division Manager assures that the Dassault Systèmes family of products users’ needs for enhanced functionality are properly communicated and dispositioned by Dassault Systemes developers. This includes erequirements requests as well as current DS development topics.

**ACCOUNTABILITIES**:

1. Conducts meetings of the division as needed.
2. Monitors the progress and facilitates the resolution of division issues and communicates to the Board of Directors.
3. Is responsible for leading the division in achieving the goals established for the division.
4. Ensures that functions of the division are completed appropriately within deadlines.
5. Assists as directed by the Board.
6. The Division Manager shall be an active volunteer in the area covered by his or her community

**ROLE EXPECTATIONS:**

1. Ensures continuity and quality content of the meetings of the division.
2. Work with COE Headquarters to maintain a current list of chairmen
3. Each division is dedicated to specific aspects of Dassault Systèmes software, its environment, and its application. Division Managers meet at the annual conference and throughout the year to provide a forum for specialists to exchange experiences, knowledge, and to discuss mutual interests.
4. Each division is supported in its work by Technical Liaisons from Dassault Systèmes, who actively participate in the meetings.
5. Maintain a moderated discussion forum on the COE web site
6. Annual Conference & TechniFair Support
7. Leverage personal or professional connections with academic institutions to help grow academic participation in COE programs.
8. Recruit and mentor COE Members.
9. NewsNet Article Submission (2 per Division per Year)
10. Ask the Expert topic/content support (2 per Division per year)
11. Monitor product requirements being submitted by committees within his/her division
12. Attend monthly Division Manager meetings hosted by COE BOD/HQ

**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/post-conference meetings
4. Must have demonstrated an active interest in the purposes and goals of COE and the work of the division
5. Must have the backing of their employer institution and have access to the Internet with e-mail.
6. Must have an up-to-date Management Support letter

**BENEFITS:**

1. Opportunity to interact directly with Dassault Systèmes 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

**Expectations from HQ:**

1. Establish and maintain volunteer directory
2. Enable community of practice
3. Task definition with due dates
4. Overall activity plan and milestones
5. Provide staff roster with responsibility/contacts
6. Succession planning and mentoring