1 MEMBERS, ROLES AND RESPONSIBILITIES

SMSWG Members

Responsible for:
- identifying the outputs and directing the activities of the working group and the associated SMS Community
- ensuring that the output is technically accurate and relevant to the NAFEMS and INCOSE membership
- leading SMSWG focus teams.
- regularly contributing to SMSWG activities. Contributions can include:
  - attending and actively participating in working group meetings;
  - participating in topic discussions and activities between meetings, whether individually or as part of a focus team;
  - sending relevant comments or reports on agenda items to the Chair in good time for the meeting;
  - volunteering for and carrying out actions arising from the meetings including developing outputs, reviewing existing SMS resources, authoring invitations to tender etc.

SMSWG Chair – Roger Burkhart - burkhartrogerm@johndeere.com

Responsible for:
- providing leadership to the SMSWG
- acting as the focal point of the SMSWG
- ensuring that SMSWG meetings are run effectively.

SMSWG Vice Chair – Frank Popielas - frank.popielas@smstinktank.com

Responsible for:
- providing leadership to the SMSWG
- chairing SMSWG and SMSWG Community meetings in the absence of the Chair.
- supporting the SMSWG Chair.

NAFEMS Technical Working Group Manager – Trudy Hoye - trudy.hoye@nafems.org

Responsible for:
- acting as the primary point of contact between the SMSWG and NAFEMS
- SMSWG meeting logistics, processing new member requests
- producing the minutes for SMSWG meetings
INCOSE Central Office - Secretary@incose.org
Responsibility for:
- acting as the INCOSE focal point for membership enquiries

INCOSE Assistant Director for Transformational Enablers – Christopher Hoffman - christopher.d.hoffman@cummins.com
Responsibility for:
- acting as the primary point of contact between the SMSWG and INCOSE
- acting as the INCOSE point of contact for SMSWG funding
- acting as the INCOSE point of contact for approving SMSWG output

NAFEMS Technical Officer – Ian Symington - ian.symington@nafems.org
Responsibility for:
- acting as the NAFEMS point of contact for SMSWG funding
- acting as the NAFEMS point of contact for approving SMSWG output

INCOSE Technical Director - David Endler - de@davidendler.de
Responsibility for:
- providing the authority to terminate or request a change of scope for the SMSWG

NAFEMS CEO – Tim Morris - tim.morris@nafems.org
Responsibility for:
- providing the authority to terminate or request a change of scope for the SMSWG
2 LEADERSHIP ADDENDUM

- This page only to be submitted to your AD when leadership change(s) occurs for Website and Connect WG Site Updates

- Charter should be reviewed by each new leader to familiarize with WG activities or need to update.

<table>
<thead>
<tr>
<th>Date</th>
<th>Chair (C) / Co-Chair (CC) / Vice Chair (VC)</th>
<th>Name</th>
<th>Term</th>
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<tbody>
<tr>
<td>14 Feb 2020</td>
<td>C</td>
<td>Roger Burkhart</td>
<td>1/2020 – 1/2023</td>
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<tr>
<td>14 Feb 2020</td>
<td>CC / VC</td>
<td>Frank Popielas</td>
<td>1/2020 – 1/2023</td>
</tr>
</tbody>
</table>

3 APPROVAL

Technical Director, INCOSE Date

CEO, NAFEMS Date