



ASME International

Bioengineering Division



Standard Operating Procedures

for the

Executive Committee and other BED Committees

September 2010

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The Executive Committee will consist of 10 voting members outlined below:

BED Chairperson

Statement of Purpose

The Chair of the Bioengineering Division serves as the chair of the Executive Committee and provides leadership to the Division.

Term of Office

The Chair can serve for one term only (July 1 - June 30). The Chair is a rotating member of the Executive Committee, who becomes the Chair after first serving as Secretary-Elect and then Secretary. The year after being Chair, the Chair serves as the Past Chair for one year.

The Chairperson will be responsible for:

1. Providing leadership to the membership of the Bioengineering Division in all areas of Division interest and interfacing with the administration of ASME in all matters pertaining to the running of the Division.
2. Reporting on the Division's activities to the Basic Engineering Technical Group Operating Board (BETGOP), in the Division's Newsletter (Comments from the Chair), and to ASME in a written report.
3. Running the Executive committee (EC) teleconferences and face-to-face meetings at BED meetings to include at least the Summer Bioengineering Conference (SBC).
4. Preparing the agenda for Executive Committee meetings and circulating it to all anticipated participants at least one month prior to each Executive Committee meeting.
5. Running the BED General Business meeting at the SBC.
6. Obtaining the current division Membership roster to give to the member in charge of membership affairs.
7. Approving all division expenditures together with the Chair of the Finance Committee/Treasurer (signature required).
8. Approving Associate editor assignments for the Journal of Biomechanical Engineering, the Journal of Medical Devices and the Journal of Nanotechnology in Engineering & Medicine.
9. Serving as a member of the New Directions Committee.

Specific to the Summer Bioengineering Meeting (SBC):

1. Coordinating with the SBC and honor's chair to insure that all medals, certificates, etc. are available at the conferences where presentations will occur.

2. Creating the program and slides as well as presiding over the banquet at SBC; insuring that all individuals who have a presentation at the banquet know in advance of their participation.
3. Providing a small token of the Division's gratitude to the SBC Conference Chair and Program Chair with an appropriate gift.

Helpful hints:

1. No set schedule is required for EC teleconferences and is often driven by demands that arise. Anticipate once/quarter at least, to once/month. The call in numbers are always the same the chair just needs to put in the Leader pin to start the meeting (pin to be provided to the current chair by the past chair).
2. The Chairperson should request access to ASME's List Serve/Division roster through BED's unit staff person.
3. Awards/certificates that need to be available at SBC banquet include: medals for all recipients (e.g. Lissner Medal, Mow Medal, Fung Medal), new Fellows, Skalak Best Paper award, certificate for the outgoing division chairperson.

BED Secretary

Statement of Purpose

The secretary of the Bioengineering Division records and distributes information relevant to the activities of the Executive Committee of the Bioengineering Division.

Term of Office

The secretary serves for one year (July 1 – June 30) and is a rotating member of the Executive Committee who previously was secretary-elect and who will be the next chair and then past chair of BED.

The Secretary will be responsible for:

1. Recording the minutes of the Executive Committee meetings (teleconference and face-to-face) and circulating them among the membership of the Executive Committee (closed) and the general membership (open) for comment.
2. Archiving the minutes after executive committee (EC) approval on the EC group on Peerlink (<http://peerlink.asme.org/COP/Public/Login/Index.fusion>). Open meeting minutes will also be posted on the BED website:
http://divisions.asme.org/bed/News_Information.cfm
3. Compiling and posting the Division Newsletter on the BED website:
http://divisions.asme.org/bed/News_Information.cfm
4. Creating access to the EC group section of Peerlink for the Secretary elect.
5. Collecting email votes as necessary for blind voting and reporting the votes to the Chairperson.
6. Compiling a list of Division officers and committee members and asking the ASME staff member (Jacinta McComie) to update the division web site.
7. Maintaining the accuracy of the BED website
8. Maintaining the manual for Standard Operating Procedures for the Bioengineering Division.
9. Once a year (after the SBC) updating and distributing to all Executive Committee members, all Committee offices, and ASME contacts for the Bioengineering Division the names, addresses, phone numbers, fax numbers, and E-mail addresses of all members of all committees.

BED Secretary-Elect

Statement of Purpose

The secretary elect of the Bioengineering Division is an Executive Committee member with the general purpose of learning about the ASME and the BED for the future.

Term of Office

The secretary elect serves for one year (July 1 – June 30) and is a rotating member of the Executive Committee, serving next as secretary, then chair, then past chair in one year terms.

The Secretary-elect will be responsible for:

1. Updating and maintaining the “Committee History” excel spreadsheet.
2. Organizing and updating committee standard operating manuals (SOP). The SBC SOP is updated after each summer conference and should be updated on the division web site.
3. Attending Leadership Training Conference (LTC) meeting to learn about ASME.
4. Serving on special projects relevant to strategic plan of BED.

BED Past Chairperson

Statement of Purpose

Past chair of the Bioengineering Division is on the Executive Committee, chairs the Nominating Committee, and acts as consultant and parliamentarian of the Executive Committee.

Term of Office

The past chair serves one year (July 1 – June 30) in the last year of rotation on the Executive Committee and leaving the Executive Committee after this year.

The Past Chairperson will be responsible for:

1. Chairing the nominating committee (comprised of the chair, secretary and secretary-elect), bringing forth nominees for all BED positions of leadership as defined in the bylaws.
2. Maintaining the bylaws and ensuring the BED and the Executive Committee follow them.
3. Serve as the BEGOB (Basic Engineering Group Operating Board) representative during this year.

BED Member in Charge of Technical Committees

Statement of Purpose

The member in charge of technical committees serves on the Executive Committee of BED with the charge of overseeing the technical committees, reporting their activities to the Executive Committee, coordinating their activities, and maintaining or improving their quality.

Term of Office

The Member-in-Charge of Technical Committees will serve for three years.

The Member-in-Charge will be responsible for:

1. Overseeing the Program Committee, the Technical Committees, and the New Directions Committee.
2. Communicating between these committees and the Executive Committee.
3. Ensuring proper functioning of these committees. The committees are: New Directions Committee, Summer Bioengineering Conference Committee, Education Committee, Solids Committee, Fluids Committee, Design and Rehabilitation Committee, Biotransport Committee, Tissue and Cellular Engineering Committee.
4. The chairs of these committees will report their activities directly to the Executive Committee. The member-in-charge of Technical Committees does not need to duplicate this effort. Rather the member-in-charge must report on the activity level, general organization, and viability of these committees. This report will be made at each closed or open Executive Committee meeting.

BED Member in Charge of Member Affairs

Statement of Purpose

According to the By-Laws of the BED, the Member-in-Charge of Member Affairs is in charge of the Membership Development Committee, the Newsletter Committee, the Honors Committee, and the Nominating Committee. The Member-in-Charge is responsible for communicating between these committees and the Executive Committee, and for ensuring the proper functioning of these committees.

Term of Office

The Member-in-Charge of Member Affairs is a member of the BED's Executive Committee and is appointed by the Executive Committee. The Member in Charge of Member Affairs serves a three-year term, which is renewable (July 1 - June 30).

The Member-in-Charge will be responsible for:

1. The Membership Development Committee, the Newsletter Committee, the Honors Committee, and the Nominating Committee.
2. Attend the meetings of all of the committees under the purview of the Member-in-Charge.
3. Prepare a report to the Executive Committee regarding the functioning of all committees under the purview of the Member-in-Charge.
4. Ensuring proper functioning of these committees.
5. Encourage/solicit nominations for membership upgrades to Fellow status.
 - a. The Member-in-Charge provides the Chair of the SBC with the PowerPoint slides listing the newly elected Fellows for inclusion in the BED Awards Banquet program.
 - b. Contacts all new Fellows to confirm their attendance at the SBC, coordinates with the SBC chair obtaining the certificates, and presents the certificate at the awards banquet.
6. Coordinate with Chair of the Honors Committee
 - a. The nomination of BED members for ASME awards such as the Melville Medal, Dedicated Service Award, Thurston Lecture Award, and others as appropriate.
 - b. Write letters/emails to the medal winners providing information on the travel reimbursement. Travel reimbursement comes from the Medal endowment and not from the SBC conference budget. The SBC only provides complimentary registration. Here is a sample text "Please be advised that in addition to the \$1000 honorarium, Bronze Medal, and Certificate, the division will provide you with a complimentary conference registration and one accompanying person registration. Please contact the event planners listed on the registration site to register with your contact information. In addition, you will be reimbursed for coach travel and two days of hotel accommodations (at the conference rate). In order to receive reimbursement, please fill out the attached ASME Award

recipient travel expense report.” Contact Jacinta for the ASME award recipient form (which is different from the volunteer travel form).

- c. Coordinating information between the honors chair and the SBC conference chair. Their duties would be to ensure that the bios are sent to the publications chair for inclusion in the program booklet and also to the newsletter editor for inclusion in the newsletter. Additionally, this person would also coordinate with the honors chair to determine who will introduce the Fung and Mow winners before their talks and for the Lissner an introduction at the talk (possibly a mini roast) and a short introduction at the banquet. For the Fung and Mow it will just be an introduction but for the Lissner it could be a mini roast.

BED Member in Charge of External Affairs

Statement of Purpose

The purpose of the External Affairs Committee Chair is to interact with Committee Chairs of the Industrial Liaison and National/International Affairs, and to assist them with the development and achievement of goals related to the purpose of these committees.

Terms of Office

The Member-in-Charge of External Affairs will serve for three years.

The Member-in-Charge will be responsible for:

1. Overseeing the Industry Liaison Committee.
2. Communicating between these committees and the Executive Committee.
3. Ensuring proper functioning of these committees.
4. Representing the ASME-BED at other society meetings as needed.
5. Acting as the BED executive committee liaison with the Frontiers in Biomedical Devices Conference & Exhibition.

BED Chair of the Finance Committee/Treasurer

Statement of Purpose

The chair of the finance committee serves on the Executive Committee of BED with the charge of receiving and reviewing the financial aspects of proposals from BED members and committees. The chair and his/her committee monitor the finances of the division and report the activities of the Finance Committee to the Executive Committee.

Term of Office

The chair of the Finance Committee serves for a term of three (3) years. The chair's replacement is selected from the Finance Committee and the size of the committee is optimally at least three BED members. The members of the committee will consist of the current treasurer, the current chair, and the past chair. In the third year of the treasurer's term, a replacement will be named and begin working with the treasure to ensure a smooth transition.

The Chair of the Finance Committee will be responsible for:

1. Communicating between the Finance Committee and the Executive Committee.
2. Reporting to the Executive Committee on budgetary matters.
3. Working with the SBC chair on the conference budget.
4. Approving all budgetary requests in conjunction with the BED Chairperson.
5. Maintaining and verifying accuracy of monthly accounting for all BED's financial accounts with ASME.

BED Member in Charge of Student Affairs

Terms of Office

The Member-in-Charge of Student Affairs will serve for three years.

The Member-in-Charge of Student Affairs will be responsible for:

1. Student Paper Competition Committee and any other committees (e.g. Education Committee) dealing with student-related matters.
2. Communicating between the various committees and the Executive Committee.
3. Ensuring proper functioning of these committees.
4. Coordinate the Trainee Advisory Committee.
5. Support communication with and networking or social activities for student and trainee members especially at the SBC.

BED Member at Large

Terms of Office

The Member-at-Large will serve for three years.

The Member-at-Large will be responsible for:

1. Fulfilling responsibilities not falling under the purview of other members of the Executive Committee.

EDITOR FOR THE JOURNAL OF BIOMECHANICAL ENGINEERING

The primary responsibility of the Technical Editor (TE) is to oversee the receipt and adjudication of manuscripts submitted to the JBME. This responsibility is carried out in conjunction with the Board of Associate Editors (AE), and a detailed manual has been prepared to describe all involved processes (length is about 45 pages).

Some additional responsibilities of the Technical Editor are as follows.

Journal issue layout: JBME is published six times annually. Approximately four months prior to the publication of each issue, the TE must assemble a set of accepted manuscripts into a designated order and send them to the ASME for processing. This process is executed in coordination with a Production Coordinator at ASME, who for some years has been Valerie Winters. ASME requires that all manuscripts be in the proper format, especially with respect to reference citations, and have signed copyright release forms. The order in which manuscripts will appear in print is arbitrary and is assigned by the TE.

Nomination of new Aes: Each year it is necessary for the TE to submit a slate of candidates for AE. This list should be submitted by the beginning of September, to be approved for terms starting the following January. ASME supplies forms for the nominations, plus short CVs are required. AEs are appointed for a three-year term, which can be renewed once. The TE has broad discretion in selecting AE nominees. The BED must approve all nominees, and the chair must sign each nomination form.

Annual report: An annual report for JBME operations must be prepared for presentation at two venues for the IMECE. One venue is the combined meeting of the ASME Publications Committee and the Board of Editors (TEs of all ASME Transactions). This meeting runs all day on the Sunday preceding the IMECE. The second venue is the Open meeting of the BED Executive Committee. There is no standard or required format for the annual report. The TE may include such information as is deemed relevant.

Budget. The ASME provides funds for the conduct of the JBME Editorial Office based on a formula that is prorated to the number of allocated journal pages (not the actual number of pages printed). Funds are allocated via a cost reimbursement process, which must be worked out with the finance office of the TE host institution. My own institution has allowed spending of operating accounts into a deficit, and the ASME is billed for actual expenses two or three times annually. There is considerable flexibility in what are considered allowable costs, including categories such as personnel, dedicated equipment, M&O, and travel. It is important to keep good records and to provide clear justification for all charged expenses.

EDUCATION

Statement of Purpose

The purpose of the education committee is to promote interchange of information on curricula, courses and educational materials relating to biomedical engineering and/or bioengineering degree programs or course offerings. Such interchange is conducted via the AMSE Congress and/or the Summer Bioengineering conference through technical, workshop and panel discussions sessions organized by members or associates of the education committee. All bioengineering faculties with interests in coursework, curricula and course materials are welcomed to join the committee and assist in the dissemination of materials and discussions in these areas. Students in this and related disciplines are also invited to participate in committee activities to provide a student/end user perspective to educational issues. The committee will also deal with other societies and other ASME units who deal with educational issues that involve biomedical engineering, such as ASEE and the Education groups within ASME.

Term of Office

Membership on the Education Committee is open to all ASME BED members who are active and willing to participate in BME and society activities related to education. Service on the committee is without term and requires only continuing interaction and involvement with committee activities. A committee chair will be elected by committee members and serve a three term.

Specific Activities

The committee will specifically organize sessions at the ASME congress as part of the BED allocation as well as sessions at the Summer Bioengineering meeting. The committee will be charged with determining session chairs and speakers, in developing collaborative sponsorships of sessions, and in developing interest in such sessions. The committee will also prepare long range plans for future sessions at ASME and other meetings. The committee will interface with the technical program chair for the division or the conference in regards to scheduling sessions and the allocation of sessions at a given meeting.

The committee will also examine teaching materials and interface with other professional societies, publishing companies and reports from educators in novel teaching methods, new approaches to teaching, new technologies, and development or evaluation of teaching materials. The committee will interface with other education units or societies in presenting material for discussion at its annual business meeting to coincide with the ASME Congress. Additional committee meetings may be scheduled as part of the Summer Bioengineering meeting or at other professional society meetings as deemed necessary.

Honors

There shall be a standing Honors Committee. Duties of the committee will be to nominate individuals for the awards sponsored by the Division; promote the involvement of the Division membership in the awards process of the Society by encouraging members to sit on award committees and to compete; identify new awards whose support by the Division will further the Division's objectives; report to the Executive Committee annually on the activities of the Committee. There are three standing committees, the Fung, Mow and Lissner.

Terms of Office

The honors committee members will serve for three years and are eligible for a second term of three years. There are three standing committees, the Fung, Mow and Lissner.

The Fung committee consists of a chair and 9 members.

The Mow committee consists of a chair and 5 members.

The Lissner committee consists of a chair and 5 members.

The Lissner chair will serve as the chair of the Honors Committee.

The honors committee members will be responsible for:

1. The nomination of BED members for the Fung, Mow and Lissner awards and other ASME awards such as the Melville Medal, Dedicated Service Award, Thurston Lecture Award, and others as appropriate. Nominations received by September 1.
2. Coordinate with the BED Member in Charge of Member Affairs and the SBC chair to:
Write letters/emails to the medal winners providing information on the travel reimbursement. Travel reimbursement comes from the Medal endowment and not from the SBC conference budget. The SBC only provides complimentary registration. **Here is a sample text** "Please be advised that in addition to the \$1000 honorarium, Bronze Medal, and Certificate, the division will provide you with a complimentary conference registration and one accompanying person registration. Please contact the event planners listed on the registration site to register with your contact information. In addition, you will be reimbursed for coach travel and two days of hotel accommodations (at the conference rate). In order to receive reimbursement, please fill out the attached ASME Award recipient travel expense report." Contact Jacinta for the ASME award recipient form (which is difference from the volunteer travel form).
3. The Honors chair will confirm the nominations of the medal winners with ASME honors (February) and coordinate information between the BED Member-in-charge of Member Affairs and the SBC conference chair. Their duties would be to ensure that the bios are sent for inclusion in the program booklet and newsletter. Additionally, they will determine who will introduce the Fung and Mow winners before their talks and for the Lissner an introduction at the talk (possibly a mini roast) and a short introduction at the banquet.

New Directions Committee

There shall be a standing New Directions Committee. The duties of the committee will be to identify new areas of research and development of interest to the Division; organize technical sessions, workshops, or other forums for exploring these new directions and bringing them to the attention of the Division membership; maintain communication with government agencies that are developing new initiatives in bioengineering; report to the Executive Committee annually on the activities of the Committee.

Newsletter Editor

There shall be a standing Newsletter Committee. Duties of the committee will be to assemble material for the annual Divisional Newsletter; working with ASME Headquarters, publish the Newsletter in a timely fashion; report to the Executive Committee annually on the activities of the Committee.