

# DUTIES OF THE OFFICERS

## CHAIR

The Chair shall ...

- Chair all meetings and activities of the Division (particularly the Divisional Meetings held at the International Mechanical Engineering Congress and Exposition (IMECE, The Congress) and the North American Manufacturing Research Conference (NAMRC);
- Be an ex-officio member of all Division Committees;
- Represent the Division's interests in Society and other functions by attending Group and Society meetings;
- Set directions for Division development, e.g., new programs, short courses, meetings and their activities;
- Be a Divisional representative to the Manufacturing Operating Board;
- Take pro-active role in supporting new division initiatives;
- Call and chair emergency meetings at time of contingencies (eg. resignation of Executive Committee member); and
- Handle requests from outside organizations for MED conference participation/sponsorship.

A timetable of responsibilities of the Chair follows:

<u>Item</u>	<u>Date*</u>
Check with the Secretary to ensure that Form M&P 1339 is completed for the MED Dinner Meeting and mailed to ASME.	June 1
Contact the Merchant Medal awardee and arrange for his/her attendance and presentation at the MED Dinner Meeting during The Congress, (official notice to awardee from ASME/Headquarters following approval by Board on Honors at SAM),	June 15
Verify recipient of Merchant Medal and acceptance as MED dinner speaker with Technical Affairs.	June 15
Obtain title of dinner speaker's address and forward to Secretary and Technical Affairs for inclusion in Advanced Program.	June 15

<u>Item</u>	<u>Date*</u>
Send letter of confirmation of title, date, etc., of MED dinner address to speaker.	June 15
Submit to ASME Headquarters (Edison Aulestia) Committee Meeting Food & Beverage Request Form to reserve rooms for the Executive Committee Meetings (General & Executive Committee) at The Congress.	July 15
Complete sample signature form for ASME Certificate production and mail to ASME.	July 15
Ensure that all information has reached the Newsletter Editor.	July 15
Finalize preparations for Merchant MED dinner speaker.	July 30
Check with Secretary to ensure that Form M&P 1339 is updated/completed and mailed to ASME.	July 30
Check with Secretary to ensure that guest list has been submitted to Headquarters for completion of Financial Support Request Form to cover dinner tickets for MED Congress Dinner guests.	Sept. 1
Request nominations from Executive Committee Members for nomination as new Member.	Sept. 15
Notify Technical Affairs to send instructions and advance program to Merchant Awardee.	Sept. 15
Check with Secretary and Technical Affairs that Certificates of Appreciation are being prepared for symposium organizers, award recipients, and dinner speaker.	Sept. 15
Return completed room reservation forms to ASME Headquarters for MED meetings at the coming Congress (forms obtained from ASME Staff Liaison).	Sept. 15
Identify who will introduce Merchant awardee at MED dinner. - ask Merchant if he will attend and would do this.	Sept. 30

Review the advertisement for the MED Dinner and the distribution list with the Secretary.	Sept. 30
Provide list of topics for The Congress meetings to the Secretary.	Sept. 30
Review meeting schedule at The Congress with Technical Affairs Liaison and assign MED representatives as appropriate.	Oct. 15
Forward forms for Division TEC Attendees To Vice-Chair to handle.	Nov. 1
Prepare written report highlighting MED activities for submittal at Mfg. Operating Board Meeting at The Congress.	Nov. 1
Send letter to MED Executive Committee members identifying key topics to be covered at The Congress.	Nov. 1
Review and finalize The Congress agenda with Secretary and prepare seating arrangement of head table at MED Dinner Meeting.	Nov. 1
Attend Manufacturing Operating Board Meeting at The Congress.	IMECE
Chair the Executive Committee Meeting: - select candidate(s) for New Member of Executive Committee - select nominees for Honors Committee - obtain Certificates of Appreciation for Symposium Organizers, award recipients and dinner speaker from Technical Affairs Rep.	IMECE
Host the MED Dinner Meeting (welcome, introductions, MED highlights, awards, ... speaker introduction).	IMECE
Chair the MED General Meeting.	IMECE
Contact candidate(s) for new member to Executive Committee. If possible, contact during The Congress personally or by phone, to determine interest and willingness to accept nomination. Also get name of his/her immediate supervisor for requesting letter of support.	IMECE
Forward form for TEC Meeting Room Reservation to Vice-Chair.	Dec. 12
Mail letter of thanks to Dinner Speaker.	Dec. 30
Review and finalize action items and minutes, prepared by Secretary at The Congress.	Jan. 15
Send letter to Immediate Supervisor of new Executive Committee nominee requesting a letter of support.	Jan. 15
Contact new and re-appointed Honors Committee members to ascertain willingness to serve.	Jan. 15
Mail acknowledgement letter to new and re-appointed members of the Honors Committee with copies to ASME Honors Representative/TA Staff support.	Feb. 1
Work with Vice-Chair and Secretary to prepare for the Executive Committee Meeting at TEC.	Feb. 1
Mail acceptance letter to new Executive Committee member.	Feb. 15
Provide list of topics to Vice-Chair for TEC meeting. - review Congress Meeting minutes and notes (letterhead, technical programs, awards, JMSE, Newsletter, MED Duties, NAMRC agenda, ...) - provide diskette of Duties	Feb. 15
Complete form A-1, Council of Engineering Appointment Data Form, and send to ASME .	Mar. 1
Finalize appointment of Newsletter Editor, if new.	Apr. 15
Verify NAMRC schedules and agenda (e.g., minutes of previous Executive Committee Meetings) with Secretary and Technical Affairs Representative.	Apr. 20
Complete COE/CTP Self Evaluation Form and mail to ASME.	Apr. 30
Prepare MED Annual Report (by updating Congress report to Manufacturing Operating Board) and send to Technical Affairs.	May 1
Prepare topics for NAMRC Meeting.	May 15
Chair the Executive Committee meeting - review status of Newsletter articles.	NAMRC
Chair the MED General Meeting.	NAMRC

## VICE-CHAIR

The Vice-Chair shall ...

- Assume the duties of the Chair in his/her absence,
- Complete duties assumed as Program Chair,
- Provide guidance to the Technical Editor of the JMSE as to Division interests,
- Chair the three-member Nominating Committee,
- Actively involved in strategic planning of the Division (e.g. Blueprint 2000), and
- Be a Divisional representative to the Manufacturing Operating Board.

A timetable of responsibilities of the Vice Chair follows:

<u>Item</u>	<u>Date*</u>
Attend the M. Eugene Merchant Medal Board of Award Meeting to represent the MED Executive Committee and to suggest nominations proposed by MED. Handout certificates at MED Congress Dinner.	IMECE
Prepare forms for Division TEC Attendees and submit to headquarters by -	Dec. 15
Fill out form for TEC Meeting Room Reservation (forwarded from Chair) and submit to MED Staff Support at ASME Headquarters.	Jan. 1
Seek consensus of the other Executive Committee Members in order to exercise MED voting privilege for the Merchant Medal awardee.	Jan. 1
Work with Chair and Secretary to prepare for the Executive Committee Meeting at TEC.	Feb. 1
Work with new member to update the Duties for the Officers of the Division for approval by the Executive Committee prior to the Executive Committee meeting scheduled at NAMRC.	Feb. 15
Write a letter of support for nominee for M. Eugene Merchant Medal of ASME/SME and send to Merchant Medal Board of Award Chair.	Mar. 1
Prepare retiring Chair plaque to be presented at NAMRC	Apr. 1
Attend TEC and Chair the MED Executive Committee Meeting held there.	TEC/Mar.
Prepare Incoming Chair address and 199X-1 Congress program articles for Newsletter and send to Editor.	May 15

## PROGRAM CHAIR

The Program Chair shall ...

- Select and recommend Technical Session Organizers to the Executive Committee,
- Work with the Symposium Organizers in organizing and coordinating technical programs,
- Secure time and facilities for Division technical activities at Society and Division conferences, and
- Collect attendance statistics at the various sessions of the International Engineering Congress and Exposition (IMECE).

A timetable for organizing The Congress Technical Program is shown below\*:

### **200X CONGRESS PROGRAM TIMETABLE (program year minus numerical digit)**

<u>Item:</u>	<u>From:</u>	<u>To:</u>	<u>Date*:</u>
			<b>200X-2</b>
1. Call for Topics	Program Chair	ME, MED Newsletter JMSE, CIRP Newsletter Design News, Industry Research	June 1
			<b>200X-1</b>
2. Symposium Topics			
• Submittal	Symposium Org.	Program Chair	Feb. 1
• TEC Review	Program Chair	Executive Committee	TEC/Mar.

• NAMRC Review	Program Chair	Executive Committee	NAMRC
• Finalized	Program Chair	Symposium Organizers	June 1
3. Call for Papers	Program Chair	ME, MED Newsletter JMSE, CIRP Newsletter Design News, Industry Research	June 1
			<b>200X-1</b>
4. Session Request	Program Chair	Mfg. Group Technical Program Representative	July 1
5. Session Allocation	Program Chair	IMECE Program Meeting	IMECE
6. Attend	Program Chair	Mechanical Engineering Congress Orientation	IMECE
			<b>200X</b>
7. Highlight Sessions	Program Chair	ASME	Jan. 2
8. Prelim. Sess. Alloc.	Program Chair	Symposium Organizers	Jan. 15
9. Review Form Request (M&P 1257)	Program Chair	ASME	Jan. 15
10. Contributed Papers	Author	Symposium Organizer	Feb. 15
11. Review Forms (M&P 1257)	Program Chair	Symposium Organizer	Feb. 15
12. Paper Title, Author's Name and Affiliation & Abstract	Symposium Organizer	Program Chair	March 1
13. Review Initiation			
Journal Review Papers (5 copies)	Symposium Organizer	Technical Editor	March 1
Symposium Only Papers***	Symposium Organizer	Paper Reviewers	March 1
14. Request for Mats (Author Kits No. 3)	Program Chair	ASME	April 15
			<b>200X</b>
14a. Memo w/Instructions	Program Chair	Sym. Org.	April 15
15. Review Decisions			
Journal Review Papers	Associate Editors (JMSE)	Authors cc: Tech. Editor, Prog. Chair Symp. Organizers	May 8
Symposium Only Papers**	Paper Reviewers	Symposium Organizer	May 8
16. Invited Papers (not to be reviewed)	Author	Symposium Organizer	May 8
17. Advance Program (M&P 1337)	Symposium Organizer	Program Chair	May 15
18. Notify Authors	Program Chair	Sym. Org.	May 15
18a. Author Kits	Symposium Organizer	Authors	May 15
19. Advance Program (M&P 1337)	Program Chair	ASME	May 15
20. Program Finalized	Program Chair	MED Exec. Committee	NAMRC
21. Promotional Write-up on IMECE Program	Program Chair	ME, MED Newsletter CIRP Newsletter, Design News, Industry Research	June 1
22. Finished Mats (M&P 1337 and 1903)	Author	Symposium Organizers	July 15

23. Program Changes	Symposium Organizer	Program Chair	Aug. 1
24. Final Program	Program Chair	ASME	Aug. 7
25. Finished Mats* Table of Contents, (M&P 1258, 1903, 1337)	Symposium Organizers A	SME (Barbara Signorelli)	Aug. 15
			<b>200X-1</b>
26. ASME reproducible forms for advance registration and travel information- ( <u>mail</u> to symposium organizers).	Program Chair	Symposium Organizers	Sept. 1
Advance registration forms and travel information.	Symposium Organizers	Authors	Sept. 15
27. Reminder letter and MED session form for session statistics (Last Instructions)	Program Chair	Symposium Organizers	Oct. 15
28. Congress 199X	Program Chair • Support Session Organizers • Collect MED Session Forms	Symposium Organizer • Record Session Statistics	Nov. 199X
29. Thank you letter	Program Chair	Symp. Org.	Dec. 30

### SECRETARY

The Secretary shall prepare agenda and take minutes of meetings, produce an Annual Report, arrange meeting rooms, update the Division letterhead and directory, etc. As the in-coming Program Chair, the Secretary also serves as the Chair of the Research Committee.

A timetable of responsibilities of the Secretary follows:

<u>Item</u>	<u>Date*</u>
Send the completed Form M&P 1339 to ASME Headquarters requesting time and date for the MED Dinner Meeting at The Congress.	April 15
Send updated Form M&P 1339 to ASME Headquarters.	July 15
Submit List of guest names to ASME Staff for completing Financial Request Form for Technical Division/Groups/Boards to Headquarters for funds to cover dinner tickets for MED Congress Dinner guests.	Sept. 1
Work with past Program Chair and Executive Committee Chair to prepare certificates of appreciation for the symposium organizers, award recipients, and request ASME Headquarters to prepare certificate in glass frame/plaque for MED Dinner speaker. Request blank certificates with ASME seal for MED Student Manufacturing Design Competition finalists and winners.	Sept. 1
Inform all honors recipients of invitation to MED Dinner by letter.	Sept. 5
Prepare announcement for MED dinner for distribution at The Congress.	Sept. 30
Prepare agenda for both Executive Committee and General meetings at The Congress.	Sept. 30
Mail the Congress meeting agenda and the MED Dinner announcement to members and symposium organizers.	Oct. 15
Request annual reports from the Chair of the Honors Committee, Technical Editor of the Journal of Manufacturing Science and Engineering, Newsletter Editor, Liaison Representatives, etc. for The Congress.	Oct. 15

Confirm by phone that honors recipients will be attending the MED Dinner. Arrange for a Photographer to take pictures of awards ceremony at the MED Dinner meeting at The Congress.	Oct. 22
Check with ASME Headquarters about the status of award's plaque, certificates of appreciation, photographer, guests dinner tickets, etc.	Nov. 1
Review and finalize The Congress agenda with the Chair.	Nov. 1
Take minutes of meetings (General and Executive Committee) at The Congress. (Ensure that there are enough copies of the Final Agenda to be distributed at both meetings.)	IMECE
Archive attendance statistics for MED sessions at The Congress on a computer disk which accumulates this data from year to year.	IMECE
Mail action items and IMECE MED meeting minutes to MED Executive Committee members for review.	Dec. 15
Call the NAMRC Organizing Committee Chair to reserve meeting rooms and date for both Executive Committee and General meetings. Avoid conflict between the executive committee meeting time and the technical sessions in which Committee Members are involved as a session chair or paper presenter. Usually the MED General meeting follows the NAMRI/SME Membership Meeting.	Feb. 1
Work with the Chair and Vice-Chair to prepare for the Executive Committee Meeting at TEC.	Feb. 1
Prepare agenda for the MED Executive Committee Meeting at TEC.	Feb. 15
As an incoming Program Chair, compile symposia proposals for approval of the Executive Committee at the TEC meeting.	Mar. 1
Prepare Division Directory and Letterhead information.	TEC
Take minutes at the Executive Committee Meeting and ensure that there are enough copies of the Agenda to be distributed at meeting.	TEC
Prepare agenda for NAMRC meetings (General and Executive Committee).	Apr. 25
Mail minutes and action items from TEC and the NAMRC meeting agenda to MED Executive Committee members.	Apr. 25
Request semi-annual reports from the Chairs of the Honors and Professional Development Committees, Tech. Editor of the Journal of Engineering for Industry, Newsletter Editor, Liaison Representatives, etc., for NAMRC meeting.	Apr. 25
Mail the Division Annual Report and the Directory and Letterhead information to ASME Headquarters.	May 1
As incoming Program Chair, prepare "Call for Papers" and bring to NAMRC meeting.	NAMRC
Take minutes of Executive Committee meetings (General and Executive) at - ( <i>Ensure that there are enough copies of the Agenda to be distributed at both meetings.</i> )	NAMRC
Request a PC Disk containing the addresses of NAMRC participants and deliver it to the incoming Secretary and ASME TA staff support for MED data base.	NAMRC
Mail minutes and action items from NAMRC to MED Executive Committee members.	June 10

### NEW MEMBER

Review By-Laws and Operating Guide and Duties of the Officers of MED:

- become familiar with all operations of the Division, and identify and recommend modifications for approval at Executive Committee Executive Committee at NAMRC.

Attend The Congress, TEC and NAMRC meetings.

Chair MED Membership Development Committee.

- Organize and coordinate MED Student Manufacturing Design Competition held annually at IMECE.

Attend Manufacturing Technical Group Operating Board Meetings at The Congress and TEC when possible, in order to become more aware of Manufacturing Technical Group Operations.

New Member Timetable:

<u>Item</u>	<u>Date*</u>
Solicit funds/gifts for prizes, recruit judges, and contact local/regional Student Chapter	June-May

representatives/advisors to assist in organization and generation of student involvement in MED Student Manufacturing Design Competition.	
Work with Vice-Chair to update the Duties for the Officers of the Division for approval by the Executive Committee prior to the Executive Committee meeting scheduled at NAMRC.	Feb. 15
Send flyers to all ASME Student Chapters and ME Departmental Chairs/Heads announcing the MED Student Manufacturing Design Competition and submission due dates and rules.	April 1
Contact ASME/IMECE Exhibits Director and Meetings Manager to reserve and arrange for exhibit/poster space for the MED Student Manufacturing Design Competition.	May 1
Prepare call for Symposia for The Congress (2 years out) and distribute at NAMRC.	NAMRC
Send Call for Symposia Topics to ASME ME, MED Newsletter, JMSE, CIRP Newsletter, Design News, and Industry Research.	June 1
Do a second mailing of flyers to all ASME Student Chapters and ME Departmental Chairs/Heads announcing the MED Student Manufacturing Design Competition and submission due dates and rules.	Aug. 20
Finish running MED Student Manufacturing Design Competition.	Oct.-IMECE

### **ASME ENGINEERING PROGRAMS STAFF LIAISON**

The ASME TA Staff Support shall ...

- Attend as many meetings and activities of the Division as possible, particularly the Executive Committee Meetings held at The Congress (IMECE), the Technology Executives Conference (TEC), and the North American Manufacturing Research Conference (NAMRC);
- Support the Division in fulfilling the MTGOB/COE's administrative requests;
- Serve as an information conduit between the Division and the MTGOB and other entities of the Society - technical and administrative;
- Assist Division volunteers to support existing, and/or develop new, programs, meetings, short courses, and activities; and
- Serve as a team member of the Division Executive Committee.

A timetable of responsibilities of the ASME Staff Liaison follows:

<b><u>Item</u></b>	<b><u>Date*</u></b>
Check with Division Program Chair that the Call for Papers for the following year's MED Congress program has been sent to ASME ME, MED Newsletter, JMSE, and Design News, CIRP Newsletter and Industry Research- get copy for files.	June 1
Check with ASME Honors department to see if the Merchant Medal awardee official notification letter has been sent - if ok, notify Division Secretary.	June 1
Confirm Special Events Form M&P 1339 will be prepared for submission to Meetings Department - verify Medalist will speak at Dinner and Title of Talk.	June 15
Check with Newsletter Editor regarding status of articles and production schedule for the fall MED Newsletter.	June 15+
Check with Division Program Chair (and MTGOB Congress Representative) re status IMECE Session Requests.	July 1
Receive MED newsletter copy at ASME Headquarters.	July 15
Check with Program Chair/ASME Meetings Department to see if Congress Final Program information has been sent to Meetings Department.	Aug. 15
Deadline for the printer's final blue line of the MED Newsletter - to make mailing date of September 15 (outside deadline).	Aug. 30
Check that Program Chair has information on advance registration and travel arrangements for the upcoming Congress that can be sent to Symposium Organizers.	Sept. 1
Send MED Chair room reservation forms to fill out for each MED meeting to be held at the coming Congress.	Sept. 1
Work with MED secretary to get the correct information for the preparation of certificates of appreciation for the Congress Symposia Organizers.	Sept. 1

Check with Division Secretary to obtain list of guest names and submit Financial Support Request Form Technical Division/Groups/Boards for funds to cover dinner tickets for MED IMECE Dinner guests.	Sept. 5
Have plaque prepared (Certificate of Appreciation) for MED Dinner Speaker.	Sept. 15
Ensure that Merchant Awardee gets copy of Advance Program for the Congress.	Sept. 15
Check with Division Chair if there will be an advertisement for the MED Dinner - help prepare and duplicate as requested.	Sept. 15
Remind Division Chair of written report highlighting MED activities for submittal at Mfg.Operating Board Meeting at The Congress.	Oct. 1+
Check with Newsletter Editor that he/she will be taking photos at the MED Dinner for next year's newsletter.	Oct. 1+
Ensure that Division Secretary has submitted seating arrangement of head table for MED Congress Dinner Meeting.	Oct. 1+
Review MTG meetings scheduled at Congress with Division.	Oct. 1+
Review: MED Action Items from NAMRC for the MED Executive Committee Meeting at The Congress; items that may be of interest to Division Executive Committee.	Oct. 1+
Ensure Blackall Awards are prepared and will be shipped by Honors Depart. to The Congress. Also make sure all Symposium Organizers Certificates of Appreciated are in order. Make arrangement to deliver to Exec. Committee during their meeting at The Congress.	Oct. 15
Ensure Attendees Form for TEC Meeting has been received by MED Chair and forwarded to Vice-Chair for handling.	Nov. 1
Check that Division has named the new member for the Executive Committee at IMECE.	IMECE
Ensure that paperwork for MED TEC Attendees has been received in headquarters.	Dec. 15
Ensure that paper work for reservation of a meeting room at TEC has been completed and submitted to headquarters by the Division.	Jan. 15
Ensure Division has submitted MED Honors Committee members names to Honors Department.	Feb. 15
Ensure that The Congress MTG/Division Representatives names have been sent to the Meetings Department (for following year).	Feb. 15
Ensure form A-1, Council of Engineering Appointment Data Form, has been submitted to ASME (for Chair and New Member).	Mar. 1
Review: MED Action Items from IMECE for the MED Executive Committee Meeting at TEC; items that may be of interest to Division Executive Committee.	Mar. 1
Remind Secretary that Division Directory and Letterhead information is due at ASME Headquarters by first business day in May.	April 15
Check with Division Vice-Chair if the retiring chair plaque will be presented at NAMRC - check with Division Secretary for approval of information to go on certificate.	April 15
Remind Chair that MED Annual Report is due to VP of Manufacturing.	May 1
Confirm NAMRC registration/travel arrangements. Review: MED Action Items from TEC for the MED Executive Committee Meeting at NAMRC; items that may be of interest to Division Executive Committee.	May 1+

### **JOURNAL EDITOR**

*(Journal of Manufacturing Science and Engineering)*

The Journal Editor shall establish and maintain the procedures for operating the Transactions ASME, Journal of Manufacturing Science and Engineering (JMSE). The duties specifically include:

- Nomination and preparation of paperwork for appointments of Associate Editors, Receipt, acknowledgment and disbursements of papers to Associate Editors for peer reviewer selection, Monitoring the review process to ensure reviews are done carefully, completely and in a timely fashion,

Discussion with Associate Editors about the acceptability of papers if the Associate Editor is unable to make the decision,

Scheduling of papers for the JMSE publication, and

Screen nominations for the Blackall Machine Tool and Gage Award submitted by Associate Editors (includes papers from JMSE and Manufacturing Review), and submit up to (3) three to Honors Board for final selection.

In addition, the Journal Editor is responsible for:

- Acknowledging the receipt of papers to the JMSE,  
Initial decision on the suitability of the paper (because of technical content or topic) for JMSE publication,  
Forwarding papers to other ASME Transactions Editors or returning to authors as appropriate for papers not suitable for JMSE,  
Compiling statistics on JMSE performance (papers received, published, rejected, pages published, etc.) for reporting to ASME and the Division, and  
Recording and invoicing ASME for costs incurred in running the JMSE.

A major responsibility of the Journal Editor is to exercise good judgment in the acceptance/rejection of papers for JMSE review based on appropriateness, as well as arbitrating differences in opinion between authors, reviewers and editors. Of course, the major charge of the JMSE Editor is to maintain the standards of the JMSE.

Since papers are submitted "extemporaneously" to the JMSE, there is no fixed time table for the tasks of the Journal Editor. Detailed instructions for Associate Editors are sent to them by the Journal Editor's secretary upon appointment. Discussion is underway to facilitate review of papers for The Congress presentation and JMSE review. The objective is to avoid unnecessary duplication of effort, discourage "casual" submission of inappropriate (because of quality or topic) papers as well as ensure the standards of symposia papers.

### **NEWSLETTER EDITOR**

This committee shall strive to stimulate attendance at Division activities and to increase the stature of the Division and the Society before the public by publishing one or more newsletters each year. The responsibility for compiling the Newsletter rests with the Newsletter Editor (Chair of the Newsletter Committee). The contents of the Newsletter are outlined below and should be approved by the Executive Committee Chair. The Newsletter production should be scheduled such that a Newsletter reaches the MED Membership before The Congress, preferably in the month of October. To meet this schedule, a suggested timetable is also provided.

#### **SUGGESTED CONTENTS OF THE MED NEWSLETTER**

1. Chair address.
2. Reports from Program Chairs.
3. Highlights of 199X-1 Congress. Symposium Dedications (e.g. von Turkovich)
4. 199X and 199X+1 Congress Programs.
5. Call for 199X+2 Congress Symposium Topics.
6. Report from MED Honors Committee.  
Merchant Manufacturing Medal Tool  
Blackall Machine Tool and Gage Award  
William T. Ennor Manufacturing Technology Award
7. ASME Distinguished Lecture Series:  
Call for 'names of speakers' and submission of resumes.  
Speakers give lectures at a Regional ASME Meeting for \$100 honorarium.
8. Other Conference Highlights or Programs:  
Japan-USA Symposium on Flexible Automation  
Manufacturing International  
NSF Grantees Conference
9. Journal of Manufacturing Science and Engineering (JMSE) publication summary.
10. NAMRC General Topics.  
Short article (half-column) from Scientific Chair.

11. Other Call for Papers and/or books.

Manufacturing Review

Advances in Information Storage Systems

12. General Information Articles (hot topic, originality/uniqueness, ASME Satellite Program, ...) One-column maximum length (~500 words), One per School, Graphical Distribution Must be submitted on Disk (DOS WordPerfect 5.1 or ASCII format) or E-mail.

13. Photos for above appropriate items.

14. Technical briefs/abstracts (~500 words) to inform division members of latest advances in the field.

A suggested timetable for responsibilities of the Newsletter Editor:

<u>Item</u>	<u>Date</u>
Send letter to all MED Program Chairs requesting reports for use in Newsletter.	April 15
Send letter to Senior Technical Editor of JMSE requesting update information to be used in Newsletter.	April 15
Send E-mail letter to MED Members requesting candidate "general information articles" to be used for the Newsletter.	April 15
Prepare a report (bring any completed articles) to Executive Committee Meeting scheduled at NAMRC.	NAMRC
Finish collecting all information (i.e. committee reports, general information articles, photographs, etc.) for Newsletter and begin assembling.	June 1
Send draft copy of Newsletter to Executive Committee Members for additions/corrections.	June 30
Make final corrections and send to ASME Headquarters. Use the Word Processing approach to cut required lead-time and costs.	July 15
ASME Headquarters to mail Newsletter to all MED Members.	Sept. 15

### **TECHNICAL LIAISON**

Members of the Division appointed by the Executive Committee who's duties are to:

- Coordinate Divisional activities in specified technical areas with other Divisions and Organizations, and
- Provide a written (and oral, if possible) report of their activities during the MED meetings at The Congress and NAMRC.
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### **OPERATING BOARD REPRESENTATIVES**

Consists of the current Chair and Vice-Chair of the Division, who ...

- Attend the Manufacturing Operating Board meetings held during The Congress and TEC meetings,
- Give a report on the activities of the Division,
- Present concerns and needs to the Board, and
- Report back to the Division Executive Committee.

### **ADVISORY COMMITTEE**

Consists of the five most recent past Chairs of the Division who ...

- Serve as technical and administrative advisors to the MED Executive Committee.
- Provide the Honors Committee Chair a list of nominees for the Blackall and Ennor awards by February 1st.
- Help stimulate nominations of members to ASME Fellow grade.

## **LONG RANGE PLANNING COMMITTEE**

Consisting of the two most recent past Chair of the Division, who ...

- Identify, prioritize and recommend long range plans and directions for the Division, and
- Provide a report (written or oral) at the MED Executive Committee meeting during The Congress.

## **HONORS COMMITTEE**

The Honors Committee duties are to ...

- Prepare nominations, obtain MED Executive Committee approval, and submit them directly to the ASME on Honors Committee for the following awards as well as for other Society literature and engineering achievement awards, and personal honors.
  - Blackall Machine Tool and Gage Award (recommendations from the Technical Editor(s) of the Journal of Manufacturing Science and Engineering as well as from the MED Membership at large). Submissions to remain as nominations for no more than (2) two years.
  - William T. Ennor Manufacturing Technology Award (recommendations from the Membership and Manufacturing community).
- Develop new Division Awards with the approval of the Executive Committee.
- Provide a written (and oral, if possible) report during the MED Executive Committee meeting during The Congress.
- Submit information to the Newsletter Editor each June.

## **MEMBERSHIP DEVELOPMENT COMMITTEE**

The New Member of the Executive Committee chairs the Member Development Committee and ...

- Actively encourages new members,
- Reviews and updates (when appropriate) the MED Brochure,
- Promotes upgrading of MED Members from the grade of Associate Member to Member and from Member to Fellow
- Organize and coordinate MED Student Manufacturing Design Competition held annually at IMECE, and
- Provide a written (and oral, if possible) report of their activities during the MED meetings at The Congress and NAMRC.

## **NOMINATING COMMITTEE**

The two most recent past Chair of the Division shall serve as the Nominating Committee, who ...

- Prior to The Congress submit a slate of two or three members to the Executive Committee for consideration as the incoming new member to the Executive Committee.
- Prepare Division recommendations for candidates for Society Officers, Directors and other Society positions for which the recommendations of the Division have been sought.

## **RESEARCH COMMITTEE**

The Research Committee is Chaired by the Division Secretary (i.e., the incoming Program Chair) who alerts the Division, and hence the Society, of lines of research necessary for enhancing fields of Manufacturing Engineering. Specifically, the Chair should ...

- Study the general research requirements of the Division,
- Select projects suitable for Society sponsorship,
- Develop preliminary plan of action, and
- Suggest areas of Manufacturing Engineering to be upgraded to Technical Panel Status.

In addition, the Chair shall select, and present to the Executive Committee for approval, symposia topics for The Congress and other Division supported Technical Meetings. The Committee Chair shall also be the Division's representative on the Society's Research Planning Committee.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

The Professional Development Committee duties are ...

- Identify and seek to fulfill the professional needs of mechanical engineers and the technical needs of industry,
- Interface with and facilitate Society members in developing short courses and tutorials which are of interest to the Division's membership, utilizing the assistance of the ASME Board on Professional Development and its staff,
- Serve as the Division's Liaison to the ASME Board on Professional Development, responding to requests for information from the Board, and
- Provide a written (and oral, if possible) report of their activities during the MED meetings at The Congress and NAMRC.