

REGIONAL_____

VICE PRESIDENTS'_____

GUIDE_____

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CHAPTER 1 - INTRODUCTION

1.1 PURPOSE

TO SERVE AS AN ORIENTATION AND REFERENCE SOURCE ON THE DUTIES, RESPONSIBILITIES, AND RESOURCES OF AN ASME REGIONAL VICE PRESIDENT.

1.2 STRUCTURE

1.2.1 THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME INTERNATIONAL) IS MANAGED BY A BOARD OF GOVERNORS (BOG) CHOSEN FROM THE SOCIETY'S MEMBERSHIP. FIVE (5) COUNCILS WERE CREATED BY THE BOG TO ADMINISTER THE OPERATIONS OF MAJOR PROGRAM AREAS. REGIONAL VICE PRESIDENTS ARE MEMBERS OF THE COUNCIL ON MEMBER AFFAIRS (CMA).

1.2.2 THE COUNCIL ON MEMBER AFFAIRS IS CHARGED TO OVERSEE ACTIVITIES AND MATTERS OF CONCERN TO THE SOCIETY'S UNITS; NAMELY THE REGIONS, SECTIONS, SUBSECTIONS, GROUPS, TECHNICAL CHAPTERS AND STUDENT SECTIONS OF ASME INTERNATIONAL. CMA OVERSIGHT INCLUDES ACTIVITIES RELATED TO THE INDIVIDUAL INTERESTS OF MEMBERS AND OF THE UNITS, SUCH AS ECONOMIC, PROFESSIONAL DEVELOPMENT CONCERNS, AND MEMBERSHIP ADMINISTRATION, INCLUDING MEMBERSHIP STANDARDS, ENTRANCE REQUIREMENTS, ADMISSIONS, GRADES OF MEMBERSHIP, RECRUITMENT, AND RETENTION.

1.2.3 THE REGIONAL VICE PRESIDENT IS SUPPORTED BY AND PROVIDES LEADERSHIP TO A REGIONAL OPERATING BOARD (ROB). THE ROB IS COMPOSED OF APPOINTED VOLUNTEER LEADERS WITHIN THE REGION. THE REGIONAL VICE PRESIDENT AND THE REGIONAL OPERATING BOARD (ROB) ARE ASSISTED BY THE FIELD SERVICES DIRECTORS (FD) AND THE FIELD OFFICES (FO), THE HEADQUARTERS OFFICE IN NEW YORK, NY, THE ASME SERVICE CENTER IN FAIRFIELD, NJ, THE INTERNATIONAL GAS TURBINE INSTITUTE IN ATLANTA, GA AND THE WASHINGTON CENTER OFFICE IN WASHINGTON, DC.

1.2.4 THE FIELD OFFICE CONCEPT HAS BEEN DETERMINED TO BE A SIGNIFICANT ASSET TO AND FOR THE SOCIETY. AS SUCH, A BRIEF HISTORY OF ITS EVOLUTION IS PROVIDED IN APPENDIX B.

1.3 OVERVIEW

THIS GUIDE IS INTENDED TO SERVE AS A REFERENCE SOURCE AND AS A CONVENIENT MEANS OF ORIENTATION FOR THE REGIONAL VICE PRESIDENT AND MEMBERS OF THE ROB. THE VICE PRESIDENT MUST ADAPT THESE PROCEDURES TO THE PREVAILING SITUATION IN ANY GIVEN REGION TO BEST MEET THE GOALS AND NEEDS OF THE SOCIETY AND THE MEMBERSHIP. EACH REGION IS ENCOURAGED TO DEVELOP AND MAINTAIN A REGIONAL OPERATIONS GUIDE TO SUPPLEMENT THIS MANUAL.

THE INFORMATION PRESENTED IS NOT INTENDED TO SUPERSEDE ANY OF THE INFORMATION, INSTRUCTIONS, POLICIES, OR MANUALS CURRENTLY IN USE, BUT TO SERVE AS A COMPLEMENTARY GUIDE. THIS MANUAL CONTAINS:

- DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES OF THE REGIONAL VICE PRESIDENT

- DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES OF THE REGIONAL OPERATING BOARD MEMBERS
- SOURCES OF ASSISTANCE

SIMILAR INFORMATION FOR SECTION OPERATIONS IS PROVIDED IN THE ML-10 MANUAL; "SECTION, SUBSECTION, AND GROUP OPERATIONS." INFORMATION FOR THE STUDENT SECTION IS PROVIDED IN ML-1; "STUDENT SECTION OPERATIONS".

1.4

CMA DIRECTORY *(Formerly known as the Regional Supplement to the AC-10)*

THE **NEW** ASME INTERNATIONAL **ONLINE** CMA DIRECTORY IS A COMPILATION OF SOCIETY VOLUNTEER AND STAFF LEADERSHIP. THE CMA DIRECTORY IS AVAILABLE ONLINE TO ALL ASME INTERNATIONAL MEMBERS AND LEADERSHIP. THE LEADERSHIP AND INCLUDES ALL CMA LEADERS AND THE LEADERSHIP OF THE UNITS FOR WHICH CMA HAS OVERSIGHT RESPONSIBILITY. THE CMA DIRECTORY CAN BE ACCESSED BY LOGGING ON TO THE "MEMBERS ONLY" PAGE ON ASME'S WEB SITE (WWW.ASME.ORG), AND SELECTING THE CMA DIRECTORY LINK ON THE RIGHT-HAND SIDE OF THE PAGE. THIS DIRECTORY IS A VALUABLE RESOURCE TO THE REGIONAL VICE PRESIDENT, AND IN ADDITION TO THE ROB AND SECTION AND STUDENT SECTION LEADERSHIP LISTINGS, UNIT BOUNDARY DEFINITIONS AND OTHER INFORMATION IS PROVIDED.

THE CMA REGIONAL OPERATIONS COMMITTEE IS RESPONSIBLE FOR THE CONTENT OF THE SUPPLEMENT. THE REGIONAL VICE PRESIDENT IS RESPONSIBLE FOR IDENTIFYING AND VERIFYING THE REGIONAL LEADERSHIP.

CHAPTER 2 - REGIONAL VICE PRESIDENT

2.1 GENERAL

THIS CHAPTER INCLUDES THE ELECTION, DUTIES AND RESPONSIBILITIES OF THE REGIONAL VICE PRESIDENT, A CALENDAR OF EVENTS PERTINENT TO THE REGIONAL VICE PRESIDENT, AND ADMINISTRATIVE SUGGESTIONS. THE INFORMATION IS CONSIDERED A GUIDE AND DOES NOT RESTRICT THOSE ACTIONS AND ACTIVITIES THE REGIONAL VICE PRESIDENT CONSIDERS NECESSARY FOR THE PERFORMANCE OF THE OFFICE OF THE VICE PRESIDENT. THE SOCIETY BY-LAWS AND POLICIES ESTABLISH THE REQUIREMENTS AND REGULATIONS THE REGIONAL VICE PRESIDENT MUST COMPLY WITH. A COPY OF THE SOCIETY'S BY-LAWS AND POLICIES ARE AVAILABLE ON ASMENET OR UPON REQUEST.

2.2 ELECTION

EVERY THREE YEARS EACH REGION IN THE SOCIETY SELECTS A MINIMUM OF TWO CANDIDATES FOR THE OFFICE OF THE VICE PRESIDENT FOR THAT REGION. PROPOSALS FOR THE SELECTED CANDIDATES ARE SUBMITTED TO THE NOMINATING COMMITTEE (NC) IN ACCORDANCE WITH MANUAL MM-10, "NOMINATING COMMITTEE". THE CANDIDATES FOR THE OFFICE OF THE VICE PRESIDENT APPEAR BEFORE THE NC TO PRESENT THEIR CANDIDACY AND GIVE THE COMMITTEE SOME INSIGHT INTO THEIR OBJECTIVES AND LEADERSHIP QUALIFICATIONS. THE NC SENDS FORWARD THE VICE PRESIDENT NOMINEE FOR ELECTION AND CONFIRMATION AS THE VICE PRESIDENT-ELECT AT THE INTERNATIONAL MECHANICAL ENGINEERING CONGRESS AND EXPOSITION (IMECE). THE VICE PRESIDENT SERVES A TERM OF THREE YEARS, BEGINNING AT THE SUMMER ANNUAL MEETING (SAM) FOLLOWING ELECTION. THE VICE PRESIDENTS ARE NOMINATED IN ACCORDANCE WITH A SCHEDULE DEVELOPED BY THE NOMINATING COMMITTEE. THE CANDIDATE SHOULD REVIEW MANUAL MM-10 FOR A CLEAR UNDERSTANDING OF THE NC PROCEDURES.

2.3 TWELVE MONTHS AS VICE PRESIDENT-NOMINEE/ELECT

THE TWELVE MONTH PERIOD BEFORE TAKING OFFICE CAN BE TREMENDOUSLY VALUABLE AS A TRAINING PERIOD FOR THE VICE PRESIDENT NOMINEE. THE PERFORMANCE OF THE VICE PRESIDENT AND THE UNIT(S) WILL BE LARGELY DEPENDENT ON THE STUDY AND PREPARATIONS BY THE NOMINEE AND HOW WELL THE INCUMBENT VICE PRESIDENT BLENDS THE VICE PRESIDENT NOMINEE/ELECT INTO THE REGIONAL ACTIVITIES.

THE FOLLOWING CALENDAR OF EVENTS HIGHLIGHTS THE RECOMMENDED ACTIONS OF THE VICE PRESIDENT NOMINEE/ELECT:

JUNE CONGRATULATIONS! YOU HAVE BEEN NOMINATED TO BE A CORPORATE OFFICER OF ASME INTERNATIONAL. ORGANIZE YOUR WORK AREAS AS WELL AS YOUR OFFICE FILES, AS YOU WILL SHORTLY HAVE A BLIZZARD OF CORRESPONDENCE. STUDY THIS MANUAL, THE MANUAL ML-10 "SECTION, SUBSECTION AND GROUP OPERATIONS", MANUAL ML-1 "STUDENT SECTION OPERATIONS", AND THE CMA OPERATION GUIDE. PLAN YOUR EXTRACTION FROM OTHER FUNCTIONS AND RESPONSIBILITIES OF THE SOCIETY. YOUR

TIME AND THE INCUMBENT VICE PRESIDENT'S TIME ARE VALUABLE. NOT BEING ABLE TO ATTEND A MEETING DUE TO OTHER EVENTS REDUCES THE EFFECTIVENESS OF THE ORGANIZATION AND THE SOCIETY. DON'T WORRY, THE FUNCTION YOU ARE LEAVING CAN CARRY ON WITH NEW LEADERS.

- JULY-NOV STUDY THE REGION. LEARN THE LOCATIONS OF THE SECTION/SUBSECTION/GROUPS/TECHNICAL CHAPTERS AND UNIVERSITIES WITHIN THE REGION. DISCUSS WITH THE MEMBERS OF THE PRESENT REGIONAL OPERATING BOARD AND (WITH THE HELP OF THE INCUMBENT VP AND THE UNIT'S RACON CHAIR). IDENTIFY PEOPLE FOR REGIONAL LEADERSHIP POSITIONS, INCLUDING DEVELOPMENTAL MOVES FOR CURRENT REGIONAL LEADERS.
- ESTABLISH YOUR WORK PLAN AND FILE SYSTEM. ESTABLISH YOUR MODES OF COMMUNICATION SO AS TO BE EFFECTIVE WITH YOUR FELLOW VICE PRESIDENTS, AND THE REGIONAL STAFF. COMMUNICATIONS ARE NECESSARY FOLLOWING THE INTERNATIONAL MECHANICAL ENGINEERING CONGRESS AND EXPOSITION (IMECE).
- NOVEMBER ATTEND THE IMECE AS VICE PRESIDENT-NOMINEE. PARTICIPATE IN THE CMA VICE PRESIDENT NOMINEE/ELECT TRAINING PROGRAM AND THE ASME INTERNATIONAL OFFICER ORIENTATION PROGRAM FOR BECOMING A CORPORATE OFFICER. PLAN TO ATTEND THE MEETING OF THE CMA, THE CONGRESS OF COUNCILS, AND THE BOARD OF GOVERNORS. ATTENDING THE HONORS ASSEMBLY AND THE HONORS RECEPTION AND DINNER ARE ALSO RECOMMENDED. ATTEND ANY INTERIM MEETINGS OF THE CMA OR AS INVITED OR REQUESTED BY OTHER UNITS.
- DEC-JUNE ACCOMPANY THE INCUMBENT VICE PRESIDENT ON VISITS TO SECTIONS, SUBSECTIONS, GROUPS, STUDENT SECTIONS AND TECHNICAL CHAPTERS. ATTEND, IF POSSIBLE, SOME OF THE HONORS, AWARDS AND ACHIEVEMENT PROGRAMS FOR THE MEMBERS. ATTEND AT LEAST ONE INDUSTRY VISIT AND ONE INDUSTRY FUNCTION (BREAKFAST, LUNCH, OR DINNER). OBSERVE THE CONTENTS OF THE APPROPRIATE ASME INTERNATIONAL MANUALS AND ANNUALS IN PROCESS. REVISE AND DEVELOP INFORMATION FOR YOUR OWN REGIONAL OPERATIONS GUIDE.
- JAN –MARCH WORK WITH THE LEADERSHIP OF THE CURRENT UNITS TO HAVE ELECTIONS, AND SELECTION OF PERSONS TO FILL COMMITTEE ROSTERS IN THE UNITS. ENCOURAGE THE UNIT LEADERSHIP TO SUGGEST NOMINEES FOR THE YOUNG ENGINEERS, HONORS AND AWARDS, AND OTHERS.
- MAR–APRIL ATTEND AND PARTICIPATE IN THE REGIONAL ADMINISTRATIVE CONFERENCE (RAC), REGIONAL STUDENT CONFERENCE (RSC), AND THE GRADUATE STUDENT TECHNICAL CONFERENCE (GSTC). OBSERVE YOUR PREDECESSOR DURING THE EVENTS, AND DISCUSS WITH THE PARTICIPANTS THE POTENTIAL IMPROVEMENTS THAT MIGHT BE MADE. CLEARLY UNDERSTAND WHERE THESE EVENTS WILL BE HELD NEXT AND ENSURE THERE IS A UNIT AND CHAIRPERSON ASSIGNED. YOU ARE ULTIMATELY RESPONSIBLE AND ACCOUNTABLE FOR THE SUCCESS OF THE KEY REGIONAL EVENTS.

AT THE RAC, TAKE TIME TO MEET THE ROB MEMBERS AND SECTION LEADERS. PRESENT YOUR UPDATED REGIONAL OPERATIONS GUIDE.

PRESENT YOUR REGIONAL GOALS AND PROPOSED PROGRAMS INCLUDING SCHEDULES OF DESIRED ACHIEVEMENT. BUILD UPON THE GOALS STATED IN YOUR VICE PRESIDENT PROPOSAL PACKAGE TO THE NC.

ANNOUNCE APPOINTMENTS FOR THE COMING ADMINISTRATIVE YEAR. ANNOUNCE ROB TURNOVER MEETINGS, AGREEMENTS, ETC.

CONFIRM OR ESTABLISH THE DAY/TIME/LOCATION INFORMATION FOR THE REGIONAL ACTIVITIES. IT IS SUGGESTED THE INFORMATION BE DEVELOPED FOR YOUR FULL TERM.

REQUEST THE SENIOR VICE PRESIDENT OF THE CMA TO ALLOW YOU TO VISIT OTHER REGION'S FUNCTIONS TO BROADEN YOUR KNOWLEDGE OF OPERATIONS.

- MAR/APRIL ATTEND THE SPRING CMA MEETING AS VICE-PRESIDENT ELECT. OFFICERS ARE TYPICALLY ASSIGNED LEADERSHIP POSITIONS ON CMA COMMITTEES, WITH CONSIDERATION TO YOUR STATED INTERESTS AND ABILITIES. YOUR TIME WILL INCREASINGLY BECOME SOUGHT AFTER. BE CAREFUL NOT TO BECOME OVER-COMMITTED ON ADDITIONAL ASSIGNMENTS THAT COULD DISTRACT FROM YOUR REGIONAL RESPONSIBILITIES.
- APRIL FINALIZE THE ROB MEMBERS AND POSITIONS. PROVIDE THE ROB INFORMATION TO THE FIELD OFFICE. THE RO WILL ENTER THE INFORMATION INTO THE SOCIETY MEMBER DATABASE. IT IS SUGGESTED THAT VICE PRESIDENT-ELECT LETTERS OF APPOINTMENT BE ACCOMPLISHED WITH COPIES FORWARDED TO THE RO AND THE REGIONAL SECRETARY.
- APRIL DEVELOP YOUR LETTERHEAD, FAX COVER SHEET, AND BUSINESS CARD INFORMATION. THE STANDARD ASME INTERNATIONAL LETTER PAPER MAY BE USED FOR SIMPLE LETTERHEADS AND FAX COVER SHEETS. CHOOSE INFORMATION FOR THE LETTERHEAD, COVERSHEET AND BUSINESS CARD THAT WILL BE GOOD FOR THE FULL TERM. DO YOU HAVE A TOLL FREE TELEPHONE NUMBER? AN ASME ALIAS? AN ADDRESS WHERE MAIL IS RECEIVED EFFICIENTLY AND IS NOT DELAYED?
- SUBMIT THE LETTERHEAD AND BUSINESS CARD INFORMATION AND YOUR SIGNATURE (THREE TIMES ON PLAIN WHITE PAPER) AS YOU DESIRE TO SIGN LETTERS TO YOUR RO FOR SUBMITTAL TO REGIONAL SUPPORT IN NEW YORK. THE FIELD OFFICE MANY TIMES WILL HAVE HELPFUL INFORMATION TO ADD.
- APRIL-MAY PROVIDE ITEMS TO THE SENIOR VICE PRESIDENT FOR THE SAM CMA AGENDA.

- MAY ESTABLISH A PRELIMINARY AGENDA FOR THE FALL SEMINAR WITH THE ROB AND RO.
- JUNE ATTEND THE SAM AS VP-ELECT. INTRODUCE YOURSELF TO THE OTHER FIELD OFFICE AND HEADQUARTERS STAFF, AND UNDERSTAND THEIR RESPECTIVE ROLES. THE SOCIETY STAFF IS AN INVALUABLE RESOURCE OF INFORMATION FOR PERFORMING YOUR DUTIES AND RESPONSIBILITIES.

2.4 VICE PRESIDENTS' CALENDAR OF EVENTS

THE FOLLOWING CALENDAR OF EVENTS HIGHLIGHTS FUNCTIONS OF THE VICE PRESIDENT AT THE RECOMMENDED TIMES:

- JUNE ASSUME OFFICE AT THE SUMMER ANNUAL MEETING (SAM). ATTEND SAM MEETINGS, INCLUDING MEETINGS OF CMA AND ITS COMMITTEES, THE CONGRESS OF COUNCILS, AND THE BOARD OF GOVERNORS. IT IS RECOMMENDED THAT THE REGIONAL VICE PRESIDENT ALSO ATTEND THE VICE PRESIDENTS RECOGNITION LUNCH, THE ASME INTERNATIONAL BUSINESS MEETING, AND THE PRESIDENTS RECEPTION AND DINNER.
- JUNE/AUG COMMUNICATE WITH CHAIRS OF SECTIONS, SUBSECTIONS, GROUPS, STUDENT SECTIONS, STUDENT SECTION ADVISORS AND THE FIELD SERVICES DIRECTOR WITH REGARD TO VICE PRESIDENT VISITS AND REGIONAL BUSINESS. MAKING AND SCHEDULING A UNIT VISITATION PLAN FOR THE ENTIRE YEAR IS RECOMMENDED. ADDITIONAL VISITS TO EACH UNIT ARE DESIRABLE AS THE OPPORTUNITY OCCURS OR THE NEED FOR ASSISTANCE IS NECESSARY.
- AUG/SEPT PRESIDE AT THE REGIONAL FALL LEADERSHIP TRAINING MEETING, COMMONLY CALLED THE MANAGEMENT TRAINING SEMINAR (MTS), ALSO KNOWN AS THE INTERIM REGIONAL ADMINISTRATIVE CONFERENCE (IRAC) OR OTHER REGIONALLY SPECIFIC TITLES. PRESIDE AT THE REGIONAL STUDENT LEADERSHIP TRAINING SEMINAR (RSLs).
- CONFIRM ARRANGEMENTS WITH THE HOST SECTION AND FIELD SERVICES DIRECTOR FOR THE REGIONAL ADMINISTRATIVE CONFERENCE (RAC) AND THE REGIONAL STUDENT CONFERENCE (RSC). HAVE THE HOSTS MAKE INVITATION ANNOUNCEMENTS TO DELEGATES AND INVITEES.
- SEPT/OCT ENCOURAGE ALL SECTIONS TO CONSIDER SUBMITTING INITIATIVES TO THE ONLINE MEMBER INITIATIVES SYSTEM (MIS) FOR INCLUSION IN THE MEMBER INITIATIVE COMPILATION. THE ONLINE FORM FOR SUBMITTING MEMBER INITIATIVES CAN BE ACCESSED BY LOGGING ONTO THE "MEMBERS ONLY" SITE AT WWW.ASME.ORG AND SELECTING THE "MEMBER INITIATIVE SYSTEM" LINK LOCATED ON THE RIGHT-HAND SIDE OF THE PAGE.

BEGIN A PROGRAM TO ENCOURAGE ALL STUDENT SECTIONS (THROUGH THE STUDENT SECTION ADVISORS AND/OR STUDENT SECTION OFFICERS) TO START PREPARATION TO PARTICIPATE STRONGLY IN THE FOLLOWING SPRING'S REGIONAL STUDENT CONFERENCES (RSC) AND TO ACTIVELY TAKE PART IN THE STUDENT DESIGN CONTEST, THE INGERSOLL-RAND CONTEST, AND SUCH STUDENT AWARDS AS THE CHARLES T. MAIN AND ARTHUR L. WILLISTON COMPETITIONS. FOR AN UPDATED LIST OF STUDENT COMPETITIONS, VISIT THE ONLINE ASME STUDENT CENTER AT WWW.ASME.ORG/STUDENTS/, THEN CLICK ON THE LINK FOR "CONTESTS AND COMPETITIONS".

THE REGIONAL VICE PRESIDENT SHOULD EVALUATE THE LEVEL OF ACTIVITY IN THE VARIOUS STUDENT SECTIONS. ONE WAY IS TO REVIEW THE REPORTS SUBMITTED AS PART OF THE INGERSOLL-RAND CONTEST. IT IS ADVISABLE TO HAVE THE INGERSOLL-RAND COMMITTEE CHAIR MONITOR AND ADVISE YOU OF THE ACTIVITIES AND SIGNIFICANT HIGHLIGHTS EACH MONTH. THUS, STUDENT SECTIONS SHOULD SUBMIT INGERSOLL-RAND REPORTS BY THE CONTEST DEADLINE.

ATTEND THE MEETING OF THE CMA COMMITTEES AS INVITED OR INTERESTED.

NOV/DEC

ATTEND THE IMECE MEETING OF CMA AND THE CMA COMMITTEES, THE CONGRESS OF COUNCILS, AND THE BOARD OF GOVERNORS. PARTICIPATE IN THE CMA VICE PRESIDENT NOMINEE/ELECT TRAINING PROGRAM AS AN INSTRUCTOR. ATTENDING THE HONORS ASSEMBLY AND HONORS RECEPTION AND DINNER IS ALSO RECOMMENDED.

FINALIZE THE ARRANGEMENTS FOR WINTER AND SPRING VISITS AND CONFERENCES WITHIN THE REGION.

CORRESPOND WITH THE SECTION CHAIRS TO ENSURE SECTION ELECTIONS ARE SCHEDULED FOR FEBRUARY.

JANUARY

REQUEST A BOARD OF GOVERNORS "CERTIFICATE OF AWARD" FOR RETIRING REGIONAL OPERATING BOARD MEMBERS, SECTION CHAIRS, AND STUDENT SECTION ADVISORS. REMIND THE REGIONAL ADVISORY COMMITTEE ON NOMINATIONS AND SECTION OFFICERS OF THEIR RESPONSIBILITY FOR PROPOSING PERSONNEL FOR SOCIETY AND FIELD OFFICES, NOMINATING COMMITTEE MEMBERSHIP.

FEBRUARY SEND AN ADVANCED AGENDA FOR THE RAC TO ROB MEMBERS AND THE MEMBERS OF THEIR COMMITTEES, THE SECTION CHAIRS AND THEIR COMMITTEE CHAIRS. INCLUDE AN APPLICATION FORM FOR THE **YOUNG ENGINEER OF THE YEAR AWARD**. REMIND SECTION AND ROB CHAIRS TO SUBMIT THE "ACTION REPORTS" IN WRITING TO THE SECRETARY. THESE DUTIES MAY BE DELEGATED TO THE REGIONAL SECRETARY AS WELL AS GENERATING A SUMMARY REPORT OF ALL THE SUBMITTALS FOR THE VICE PRESIDENTS USE AT THE SAM CMA MEETING.

CHECK PRELIMINARY ARRANGEMENTS FOR THE SITE OF THE FOLLOWING YEAR'S RAC AND RSC.

CONFIRM THE UNIVERSITY(S) HOSTING THE UPCOMING REGIONAL STUDENT CONFERENCE HAS COMPLETED THE PLANNING TO ACHIEVE AN EFFECTIVE CONFERENCE. ADVISE OTHER STUDENT SECTIONS AND ADVISORS OF THE COMMUNICATION REQUIREMENTS TO THE HOST SCHOOL. (SEE MANUAL ML-1, "STUDENT SECTION OPERATIONS").

REQUEST FROM EACH STUDENT SECTION A CANDIDATE FOR THE CHARLES T. MAIN AWARD. HAVE THE APPLICATION FORWARDED TO THE ASSIGNED COMMITTEE MEMBER.

MAR/APRIL ATTEND THE SPRING MEETING OF THE COUNCIL ON MEMBER AFFAIRS (IF HELD).

REMIND SECTIONS TO SUBMIT NAMES OF SECTION, SUBSECTION, GROUP, AND TECHNICAL SECTION OFFICERS, EXECUTIVE COMMITTEE PERSONNEL, AND COMMITTEE PERSONS BY APRIL 1ST. HAVE THE INGERSOLL-RAND CONTEST ENTRIES FROM STUDENT SECTIONS REVIEWED AND VALIDATED BY A REGIONAL COMMITTEE.

FORWARD THE REGIONAL SELECTION OF A CANDIDATE FOR THE CHARLES T. MAIN AWARD TO THE COMMITTEE ON HONORS BY APRIL 1ST. REQUEST HONORABLE MENTION CERTIFICATES FOR THOSE PROPOSED.

PRESIDE AT THE REGIONAL ADMINISTRATIVE CONFERENCE. ATTEND THE REGIONAL STUDENT CONFERENCE AND THE STUDENT SECTION ADVISORS' MEETING. THE CHAIR OF THE MEETING IS USUALLY DELEGATED TO THE CHAIR OF THE COMMITTEE ON COLLEGE RELATIONS.

MAY SUBMIT TO THE FIELD OFFICE BY MAY 1ST THE NAMES OF NEWLY APPOINTED MEMBERS TO SERVE ON THE ROB AND THE STUDENT SECTION COMMITTEE REPRESENTATIVES. APPOINT AND AFFIRM A STUDENT SECTION ADVISOR FOR EACH STUDENT SECTION FOR THE COMING YEAR.

IF THE MEMBER CONCURS, SEND A LETTER OF THANKS TO THE MIDDLE/UPPER MANAGEMENT OF EACH OPERATING BOARD

MEMBER'S EMPLOYER STATING HOW THE BOARD MEMBER CONTRIBUTED TO ASME INTERNATIONAL AND THE OPPORTUNITIES PROVIDED TO THAT MEMBER. REMEMBER TO FORWARD A COPY TO THE FIELD OFFICE.

2.5 NON-CALENDAR EVENTS

THE FOLLOWING ITEMS ARE ADDITIONAL EVENTS AND OPERATIONS REQUIRED OF THE VICE PRESIDENT DURING THE TERM OF OFFICE.

- A. CERTIFICATES OF APPRECIATION TO SECTION PAST-CHAIRS ARE AUTHORIZED BY SOCIETY POLICY P-1.2. ALL CERTIFICATES ARE PREPARED BY THE NEW YORK OFFICE AND SENT TO THE VICE PRESIDENT FOR DISTRIBUTION.

THE PRESENTATION OF A CERTIFICATE IS MOST EFFECTIVE WHEN MADE BY THE VICE PRESIDENT AT AN APPROPRIATE UNIT'S MEETING, OR OTHER SPECIAL EVENT. THE VICE PRESIDENT SHOULD BE SURE THAT EACH SECTION IS AWARE THAT CERTIFICATES FOR PAST CHAIRS MUST BE REQUESTED WITHIN ONE YEAR. ANY CERTIFICATES NOT DISTRIBUTED BEFORE THE END OF ONE YEAR ARE TO BE DESTROYED AND CANNOT BE RECREATED WITHOUT AUTHORIZATION OF THE BOARD OF GOVERNORS.

- B. THE VICE PRESIDENT SHOULD ATTEND CONFERENCES, FUNCTIONS AND GENERAL MEETINGS OF THE SOCIETY WHEN THEY OCCUR WITHIN THE REGION. IT IS RECOMMENDED THE VICE PRESIDENT:
1. ATTEND TECHNICAL DIVISION CONFERENCES.
 2. ATTEND THE REGIONAL MECHANICAL ENGINEERING DEPARTMENT HEADS COMMITTEE (MEDHC) MEETING.
 3. ATTEND THE REGIONAL MECHANICAL ENGINEERING TECHNOLOGY DEPARTMENT HEADS COMMITTEE (METDHC) MEETING.
 4. ATTEND AND REPRESENT THE SOCIETY WHEN REQUESTED AT PUBLIC EVENTS.
 5. PRESIDE AND CONDUCT WITH THE REGIONAL TRAINERS PROFESSIONAL DEVELOPMENT SEMINARS AND STANDARDIZED LEADERSHIP SEMINARS FOR SECTION LEADERSHIP.
- C. FOLLOWING THE SELECTION OF THE VICE PRESIDENT NOMINEE/ELECT BY THE NOMINATING COMMITTEE, THE VICE PRESIDENT SHOULD ASSIST HIS OR HER SUCCESSOR DURING THE 12-MONTH TRAINING PERIOD. IT IS RECOMMENDED THAT THE VICE PRESIDENT NOMINEE/ELECT BE OFFERED:
1. THE OPPORTUNITY TO PARTICIPATE IN ALL REGIONAL OPERATIONS, INCLUDING BUT NOT LIMITED TO PLANNING, MEETING AND TRAINING.
 2. COPIES OF ALL REGIONAL BUSINESS CORRESPONDENCE. REGIONAL BUDGET PLANNING SHOULD BE COMPLETED WITH THIS TRAINING IN MIND.

2.6 SECTION VISITS

2.6.1 THE CMA ENCOURAGES THE REGIONAL VICE PRESIDENT TO VISIT EACH OF THE OPERATING UNITS IN THE REGION.

2.6.2 THE VICE PRESIDENT, DURING VISITS TO A UNIT, SHOULD PROVIDE DIRECTION, INSPIRATION, AND EDUCATION TO THE MEMBERS. SINCE THE UNIT EXECUTIVE COMMITTEE IS COMPOSED OF THOSE MOST ACTIVE IN SOCIETY OPERATIONS, THE VICE PRESIDENT SHOULD SCHEDULE A TIME TO DIRECT SPECIFIC

OPERATIONAL COMMENTS TO THIS GATHERING. THE GENERAL MEMBERSHIP MAY BE ADDRESSED AT ANOTHER TIME IN A MORE GENERAL WAY.

- 2.6.3 A SUGGESTED AGENDA FOR THE SECTION EXECUTIVE COMMITTEE MEETING IS CONTAINED IN MANUAL ML-10, "SECTION, SUBSECTION, AND GROUP OPERATIONS" MANUAL. A COPY OF THE AGENDA SHOULD BE SENT TO THE SECTION CHAIR IN ADVANCE OF THE MEETING.
- 2.6.4 THE VICE PRESIDENT MAY BE THE PROGRAM SPEAKER AT THE SECTION MEETING. IF NOT, THE VICE PRESIDENT SHOULD REQUEST FIVE TO TEN MINUTES FOR A FEW PERTINENT COMMENTS ABOUT THE SOCIETY AND ITS ACTIVITIES. TIME SHOULD ALSO BE AVAILABLE TO MAKE LOCAL AWARDS.
- 2.6.5 THE VICE PRESIDENT'S VISIT TO A SUBSECTION, GROUP OR TECHNICAL CHAPTER SHOULD BE VERY MUCH THE SAME AS A VISIT TO A SECTION. WHENEVER POSSIBLE, THE CHAIR OF THE PARENT SECTION SHOULD ACCOMPANY THE VICE PRESIDENT ON THE VISIT. USUALLY SUCH UNITS ARE LESS FAMILIAR WITH THE SOCIETY'S OPERATIONS THAN SECTIONS. THE UNIT'S MEMBERS ARE MORE EAGER TO LEARN ABOUT THE SOCIETY. WHEN THE VICE PRESIDENT IS ASKED TO BE THE PROGRAM SPEAKER FOR THE EVENING, IT IS RECOMMENDED THE PRESENTATION SHOULD ILLUSTRATE THE BROAD SCOPE OF ASME INTERNATIONAL, ITS ACTIVITIES AND THE ORGANIZATION. IN ANY EVENT, ARRANGEMENTS SHOULD BE MADE TO SPEND SOME TIME SEPARATELY WITH THE OFFICERS TO DISCUSS THE ORGANIZATION AND SOCIETY ACTIVITIES.

- 2.7 STUDENT SECTION VISITS
 - 2.7.1 VICE PRESIDENT VISITS TO A STUDENT SECTION SHOULD BE COORDINATED WITH THE FO AND THE STUDENT SECTION ADVISOR. IT IS SUGGESTED WHERE POSSIBLE THAT THE FIELD SERVICES DIRECTOR AND/OR THE COLLEGE RELATIONS COMMITTEE CHAIR ALSO ATTEND.
 - 2.7.2 THE VICE PRESIDENT SHOULD ARRIVE SUFFICIENTLY EARLY IN THE DAY TO CALL ON THE STUDENT SECTION ADVISOR FOR A REVIEW OF THE ADMINISTRATION OF THE STUDENT SECTION. THOROUGH FAMILIARITY WITH MANUAL ML-1, "STUDENT SECTION OPERATIONS", IS A PREREQUISITE FOR THE VISIT.
 - 2.7.3 THE STUDENT SECTION ADVISOR SHOULD HAVE ARRANGED IN ADVANCE FOR THE VICE PRESIDENT AND PARTY TO CALL ON THE DEPARTMENT HEAD AND DEAN. WHILE THESE ARE SOCIAL CALLS, THEY CAN BE USED TO ESTABLISH THE PURPOSE AND BENEFIT OF THE ASME INTERNATIONAL STUDENT SECTION. APPRECIATION OF THE STUDENT SECTION ADVISOR'S CONTRIBUTION SHOULD BE STRONGLY STATED. IT SHOULD ALSO BE NOTED WHAT THE STUDENTS RECEIVE FROM THE ASSOCIATION.
 - 2.7.4 TYPICALLY, THE VISIT WILL BE MADE DURING THE WEEK, MONDAY THROUGH FRIDAY. THE VICE PRESIDENT SHOULD ADDRESS THE STUDENT SECTION. THE SUBJECT MIGHT BE ONE OF THE FOLLOWING: "KNOW YOUR SOCIETY", "WHY BELONG?", "PROFESSIONAL ATTITUDE", "WHO CONTROLS YOUR FUTURE", "LIFE LONG LEARNING", "PROFESSIONAL DEVELOPMENT". THE INTEREST OF THE STUDENT IS LARGELY IN WHY PROFESSIONALS BELONG TO ASME INTERNATIONAL. THERE SHOULD BE A QUESTION/ANSWER PERIOD. THE VICE PRESIDENT SHOULD ENDEAVOR TO TALK PERSONALLY WITH AS MANY STUDENTS AS POSSIBLE.

2.8 COUNCIL ON MEMBER AFFAIRS (CMA)

2.8.1 THE CMA IS COMPOSED OF:

VOTING MEMBERS OF THE COUNCIL ON MEMBER AFFAIRS:

- A) SENIOR VICE PRESIDENT (TIEBREAKER ONLY)
- B) REGIONAL VICE PRESIDENTS
- C) VICE PRESIDENT, BOARD ON MEMBER INTERESTS AND DEVELOPMENT
- D) VICE PRESIDENT, PROFESSIONAL PRACTICE AND ETHICS
- E) CHAIR, BOARD ON STUDENT AFFAIRS

NON-VOTING MEMBERS OF THE COUNCIL ON MEMBER AFFAIRS

- F) CHAIR, STUDENT SECTIONS COMMITTEE
- G) CHAIR, BOARD FOR MEMBER INITIATIVES
- H) VICE PRESIDENT NOMINEES/ELECTS
- I) CHAIR, THE OLD GUARD COMMITTEE
- J) ADVISORS TO THE COUNCIL
- K) MANAGING DIRECTOR, MEMBER AFFAIRS

2.8.2 THE ACTIVITIES OF THE COUNCIL ARE CONDUCTED AT THE SAM, SPRING AND IMECE MEETINGS, BY TELEPHONE, BY TELECONFERENCING AND CORRESPONDENCE WRITTEN OR ELECTRONIC MEDIA. THE DUTIES OF AND OTHER INFORMATION ABOUT THE COUNCIL ARE CONTAINED IN THE CMA OPERATING GUIDE.

2.8.3 AS A VICE PRESIDENT OF THE CMA, YOU WILL BE ASKED TO SERVE ON ONE OF THE COUNCIL'S STANDING COMMITTEES AND ADJUNCT COMMITTEES FOR SPECIAL ASSIGNMENT.

CHAPTER 3 - REGIONAL ADMINISTRATION

3.1 GENERAL

THE SOCIETY ADDRESSES A BROAD RANGE OF ACTIVITIES. THE VICE PRESIDENT SHOULD STUDY AND BE WELL INFORMED OF THE WORK OF ALL THE COUNCILS, THE BOARD OF GOVERNORS, AND THE SOCIETY STAFF.

THE VICE PRESIDENT PLAYS A KEY ROLE IN SOCIETY OPERATION. THE VICE PRESIDENT REPRESENTS THE MEMBERS OF THE REGION AND THE SOCIETY MEMBERSHIP AS A WHOLE. THE VICE PRESIDENT MUST COMMUNICATE WITH THE MEMBERS IN ORDER TO HEAR IDEAS, WANTS AND ACTIVITIES AND BE ABLE TO EXPRESS THEM TO OTHERS AND TO THE SOCIETY. ON THE OTHER HAND, THE VICE PRESIDENT IS A MEMBER OF THE COUNCIL ON MEMBER AFFAIRS AND THUS REPRESENTS THE SOCIETY TO REGIONAL LEADERS, TO SECTIONS AND STUDENT SECTIONS, AS WELL AS THE MEMBERS WITHIN THE REGION AT LARGE. THE VICE PRESIDENT IS POSITIONED TO PROVIDE MOTIVATION AND ENCOURAGEMENT TO THE LEADERS AND MEMBERS.

THE ACTIVITIES OF THE VICE PRESIDENT REQUIRE THE EXPENDITURE OF A SUBSTANTIAL AMOUNT OF TIME, TRAVEL AND EXPENSE. THIS MUST BE ACKNOWLEDGED AND ACCEPTED BY ANY CANDIDATE FOR THE OFFICE OF REGIONAL VICE PRESIDENT. THE VICE PRESIDENT SHOULD VISIT EACH SECTION,

SUBSECTION, GROUP, AND STUDENT SECTION IN THE REGION. THE VISITS SHOULD PROVIDE INFORMATION ON ASME INTERNATIONAL PROGRAMS, ORGANIZATION, POLICIES, AND REGIONAL ITEMS OF INTEREST. A PERIODIC NEWSLETTER VIA MAIL OR E-MAIL IS ONE WAY OF KEEPING THE LEADERS CURRENT. TELEPHONE CALLS WITH A PERSONAL TOUCH ARE MORE EFFECTIVE. A WEB PAGE CAN MAKE THE INFORMATION AVAILABLE, HOWEVER IT DOES NOT ASSURE THE MEMBER HAS RECEIVED THE MESSAGE.

THE ROB AND REGIONAL COMMITTEES ASSIST THE REGIONAL VICE PRESIDENT IN ACCOMPLISHING THE ACTIVITIES OF THE REGION AND THE VICE PRESIDENT. A DISCUSSION OF THE ROB IS IN PARAGRAPH 3.2 OF THIS SECTION. DISCUSSIONS OF THE REGIONAL COMMITTEES ARE COVERED IN CHAPTER 4. HEADQUARTERS AND REGIONAL STAFF SUPPORT IS COVERED IN CHAPTER 5.

3.2 REGIONAL OPERATING BOARD

3.2.1 GENERAL

THE REGIONAL OPERATING BOARD, IN ACCORDANCE WITH SOCIETY BY-LAW B.5.9.10, SHALL BE APPOINTED BY THE REGIONAL VICE PRESIDENT AND CONSIST OF A REGIONAL SECRETARY, THE REGIONAL REPRESENTATIVE TO THE NC, AND AT LEAST SIX (6) ADDITIONAL MEMBERS.

THE REGIONAL OPERATING BOARD IS ORGANIZED TO SUPPORT THE VICE PRESIDENT TO:

- A. ACCOMPLISH THE GOALS AGREED TO,
- B. DEVISE WAYS AND MEANS TO CONDUCT AND IMPROVE OPERATIONS OF THE REGION AND THE UNITS;
- C. DEVELOP A BROAD SCOPE OF REGIONAL ACTIVITY, ACCEPTING ASSIGNMENTS AND PARTICIPATING IN THE ADMINISTRATION LEADING ULTIMATELY TO SERVICE TO THE SOCIETY.
- D. DEFINE THE OBJECTIVES OF THE SOCIETY TO THE REGIONAL LEADERSHIP AND THE MEMBERS IN THE LIGHT OF CONSTANTLY CHANGING SCIENCE, TECHNOLOGY, BUSINESS PRACTICES, AND POLITICAL, AND SOCIAL DEVELOPMENTS.

THE VICE PRESIDENT SERVES AS CHAIR OF THE REGIONAL OPERATING BOARD.

THE REGIONAL OPERATING BOARD USUALLY MEETS ON THE DAY PRECEDING THE RAC. THE ROB AND THE COMMITTEES MAY ALSO MEET AT THE FALL CONFERENCE AND ON OTHER OCCASIONS AS OPPORTUNITY PERMITS OR AT THE CALL OF THE VICE PRESIDENT.

3.2.2 THE REGIONAL SECRETARY

THE REGIONAL SECRETARY IS APPOINTED BY THE VICE PRESIDENT AND SERVES A TERM OF THREE YEARS, OR PART THEREOF, CORRESPONDING TO THE TERM OF THE VICE PRESIDENT MAKING THE APPOINTMENT

THE REGIONAL SECRETARY MUST BE FAMILIAR WITH THE DUTIES AND ACTIONS OF THE VICE PRESIDENT, AND PERFORMS THE DUTIES OF THAT OFFICE WHEN THE VICE PRESIDENT IS ABSENT OR TEMPORARILY INCAPACITATED. IF FOR ANY REASON THE VICE PRESIDENT CANNOT COMPLETE THE TERM OF OFFICE, THE

REGIONAL SECRETARY SERVES IN THAT CAPACITY UNTIL ANOTHER VICE PRESIDENT HAS BEEN APPOINTED BY THE BOG OR ELECTED BY THE PRESCRIBED PROCESS

THE DUTIES OF THE REGIONAL SECRETARY ARE TO ASSIST IN THE PLANNING AND IMPLEMENTATION OF THE REGIONAL MEETINGS AND TO SERVE AS RECORDING SECRETARY AT THOSE MEETINGS. SPECIFIC DUTIES OF THE SECRETARY INCLUDE:

- A. ESTABLISH REGIONAL CORRESPONDENCE FILES AS NEEDED,
- B. MAINTAIN EXISTING REGIONAL CORRESPONDENCE FILES.
- C. MAKE FILES AVAILABLE FOR MEMBERS TO RESEARCH.
- C. ASSIST THE HOST SECTION(S) WITH ARRANGEMENTS FOR THE REGIONAL MEETINGS.
- D. RECORD, FINALIZE AND DISTRIBUTE MINUTES OF THE REGIONAL MEETINGS.
- E. ASSIST THE VICE PRESIDENT AND REGIONAL DIRECTOR IN ASSEMBLING NAMES, ADDRESSES, ETC., OF SECTION AND FIELD OFFICERS AND COMMITTEE MEMBERS.
- F. ACCEPT SPECIAL ASSIGNMENTS AND APPOINTMENTS AS REQUESTED BY THE VICE PRESIDENT.
- G. ASSURE AN ORDERLY TRANSFER OF RECORDS UPON COMPLETION OF THE TERM IN OFFICE.

3.2.3

REGIONAL REPRESENTATIVE ON THE NOMINATING COMMITTEE

THE REGIONAL REPRESENTATIVE ON THE SOCIETY NOMINATING COMMITTEE SERVES A TWO-YEAR TERM BEGINNING AT THE CLOSE OF THE NEXT CMA MEETING AT SAM. THE ELECTION SCHEDULE OF THE NC MEMBERS IS AND THE NC IS DESCRIBED IN MANUAL MM-10 "NOMINATING COMMITTEE". THE SELECTION OF A REGIONAL REPRESENTATIVE TO SERVE ON THE NOMINATING COMMITTEE IS AN IMPORTANT FUNCTION OF THE RAC . FIRST AND SECOND ALTERNATES ARE ELECTED EACH YEAR FOR A ONE-YEAR TERM. AT THE CONCLUSION OF THE TWO-YEAR TERM AS THE REGIONAL REPRESENTATIVE TO THE NC, THAT PERSON BECOMES THE CHAIR OF THE REGIONAL ADVISORY COMMITTEE ON NOMINATIONS (RACON) FOR THE NEXT TWO YEARS. THE REGIONAL VICE PRESIDENT AND RACON CHAIR ARE ENCOURAGED TO CONTACT SECTION CHAIRS EARLY EACH YEAR TO HAVE THEM REFLECT ON POSSIBLE CANDIDATES FOR NOMINATION TO SOCIETY OFFICE (PRESIDENT OF ASME INTERNATIONAL, BOARD OF GOVERNORS, VICE PRESIDENTS, ETC.), AND SUBMIT THESE TO THE RACON PRIOR TO THE RAC.

3.2.4

REGIONAL OPERATING BOARD - ADDITIONAL MEMBERS

3.2.4.1

ADVISOR(S) TO THE VICE PRESIDENT

THE VICE PRESIDENT MAY APPOINT TWO REGIONAL ADVISORS. THE ADVISORS SHOULD BE WELL ACQUAINTED WITH THE BY-LAWS, POLICIES, FUNCTIONS AND ACTIVITIES OF THE SOCIETY. THE ADVISOR FUNCTIONS ARE TO ADVISE AND COUNSEL THE VICE PRESIDENT AND TO ASSIST WITH SPECIAL ASSIGNMENTS WHEN NEEDED. THE IMMEDIATE PAST VICE PRESIDENT MEETS THESE REQUIREMENTS AND, WHEN AVAILABLE, IS USUALLY APPOINTED AS ONE OF THE ADVISORS. A SECOND ADVISOR SHOULD BE VISIONARY AND PROVIDE GUIDANCE AS TO FUTURE DIRECTIONS OF THE REGION AND OBSERVED PROGRESS OF THE ACTIVITIES OF THE VICE PRESIDENT.

3.2.4.2 APPOINTMENT OF REGIONAL COMMITTEE CHAIRS

THE VICE PRESIDENT, PRIOR TO BEGINNING THE TERM OF OFFICE, SHALL DETERMINE THE DESIRED REGIONAL COMMITTEES AND SHALL APPOINT MEMBERS FROM THE REGION TO SERVE AS THE COMMITTEE CHAIRS AND TO SERVE ON THE REGIONAL OPERATING BOARD. THE REGIONAL VICE PRESIDENT IS ENCOURAGED TO SELECT ACTIVE, PARTICIPATING MEMBERS. THE FUNCTIONS OF THE CHAIR ARE DESCRIBED IN CHAPTER 4. THE CHAIR SHOULD UNDERTAKE THE ACHIEVMENT OF THE STATED GOALS FOR EACH COMMITTEE AS DEFINED BY THE VICE PRESIDENT. THESE SHOULD BE SPECIFIC, MEASURABLE GOALS THAT SUPPORT THE OVERALL REGION. THE VICE PRESIDENT IS ADVISED TO LINK CMA STRATEGIC OBJECTIVES WITH THE REGIONAL LEADERS PROFILES.

APPOINTMENT TERMS ARE AT THE DISCRETION OF THE VICE PRESIDENT. THE TERM, THE AVAILABILITY AND THE APPOINTMENT SHOULD BE COORDINATED WITH THE TERM OF ANY REQUEST FOR A REGIONAL MEMBER TO SERVE ON A PARALLEL SOCIETY COMMITTEE.

3.2.5.3. APPOINTMENT OF REGIONAL REPRESENTATIVES

THE VICE PRESIDENT, PRIOR TO BEGINNING THE TERM OF OFFICE (OR AS VACANCIES OCCUR), SHALL APPOINT MEMBERS FROM THE REGION TO SERVE AS A REPRESENTATIVE TO BOARDS, COMMITTEES, AND OTHER COUNCILS AS REQUESTED. IT IS RECOMMENDED THE MEMBER APPOINTED FOR THESE ASSIGNMENTS SHOULD BE THE CHAIR OF THE CORRESPONDING REGIONAL COMMITTEE. A PARTIAL LIST OF THE APPOINTEES FOLLOWS:

- SENIOR SECTION REPRESENTATIVE, STUDENT SECTIONS COMMITTEE (SSC)(FUNDED)
- STUDENT REPRESENTATIVE, STUDENT SECTIONS COMMITTEE (SSC) (FUNDED)
- BOARD ON PROFESSIONAL PRACTICE AND ETHICS (BPPE)- 4-YEAR TERM (FUNDED)
- BOARD ON STUDENT AFFAIRS (BSA) (FUNDED)
- BOARD ON MEMBER INTEREST (BMID) (FUNDED)
- REPRESENTATIVE TO THE TECHNICAL EXECUTIVE CONFERENCE, TEC (FUNDED)
- REPRESENTATIVE TO THE PUBLIC AFFAIRS LEADERSHIP CONFERENCE, PALC (FUNDED)
- REGIONAL TRAINER(S) (UP TO THREE) TO THE SECTION LEADERSHIP TRAINING COMMITTEE (FUNDED)
- REPRESENTATIVE TO THE BOARD ON PROFESSIONAL DEVELOPMENT
- REPRESENTATIVE TO THE INDUSTRY INITIATIVE PROGRAM (FUNDED)

3.2.5.4 LETTER OF APPRECIATION

AT THE END OF EACH OPERATING YEAR THE REGIONAL VICE PRESIDENT SHOULD ASK EACH OPERATING BOARD MEMBER IF THEY WANT A LETTER OF APPRECIATION SENT TO THEIR EMPLOYER. IF SO, THE MEMBER SHOULD PROVIDE THE REGIONAL VICE PRESIDENT WITH THE NAME AND ADDRESS OF THE RECIPIENT OF THAT LETTER. THE LETTER WILL INCLUDE CONTRIBUTIONS MADE BY THE MEMBER TO THE OBJECTIVES OF ASME INTERNATIONAL.

3.3 FINANCE

THE REGIONAL VICE PRESIDENT IS ALLOCATED A BUDGET FROM CMA WITH THE FOLLOWING LINE ITEMS.

VICE PRESIDENT

TRAVEL,

ADMINISTRATION,

DISCRETIONARY

REGIONAL ADMINISTRATIVE CONFERENCE (RAC)

REGIONAL STUDENT LEADERSHIP SEMINAR (RSLs)

REGIONAL STUDENT CONFERENCE (RSC)

REGIONAL STUDENT SECTION ADVISOR PROGRAM (SSAP)

THE REGIONAL VICE PRESIDENT IS EXPECTED TO PLAN AND IMPLEMENT PROGRAMS WITHIN THE ALLOCATED BUDGET. REGIONAL EXPENSES CHARGED TO THE ALLOCATION MUST NOT EXCEED THE TOTAL REGIONAL ALLOCATION WITHOUT NOTIFICATION TO THE CMA. REVISIONS BY THE VICE PRESIDENT ARE PERMITTED WITHIN OVERALL BUDGET LIMITATIONS. THE BUDGET YEAR IS JULY 1 THROUGH JUNE 30.

THE VICE PRESIDENT'S TRAVEL AND ADMINISTRATIVE EXPENSE BUDGET VARIES BETWEEN REGIONS DEPENDING UPON THE GEOGRAPHY AND NUMBER OF SOCIETY UNITS THAT MUST BE VISITED. TRAVEL EXPENSES FOR REGIONAL VISITS WITHIN THE REGION ARE COVERED UNDER VICE PRESIDENT TRAVEL. THE VICE PRESIDENT'S TRAVEL TO THE RAC AND RSC IS COVERED IN THE RAC AND RSC BUDGET AND IS NOT INCLUDED IN THE VICE PRESIDENT'S BUDGET.

TRAVEL EXPENSES TO ATTEND MEETINGS OF CMA, AND WHEN AUTHORIZED BY THE SENIOR VICE PRESIDENT, TO ATTEND JOINT COUNCIL MEETINGS, TO VISIT OTHER REGIONS, AND AS REQUESTED ARE PROVIDED IN THE CMA BUDGET AND ARE NOT INCLUDED IN THE VICE PRESIDENT'S BUDGET.

ALL TRAVEL REIMBURSEMENTS WILL BE IN ACCORDANCE WITH SOCIETY POLICY P-4.5, TRAVEL EXPENSE CONTRIBUTION. THE CMA BUDGET IS DEVELOPED AT THE RESOURCE ALLOCATION COMMITTEE MEETING OF THE COUNCIL ON MEMBER AFFAIRS AND CONFIRMED BY CMA.

REQUESTS FOR TRAVEL REIMBURSEMENT ARE SUBMITTED ON THE FORM PROVIDED IN SOCIETY POLICY P4.5 AND MUST BE SUBMITTED WITHIN TWO WEEKS OF THE CONCLUSION OF THE TRAVEL. THE REPORT MUST SPECIFY THE PURPOSE OF THE TRAVEL. THE REPORT MUST ITEMIZE TRANSPORTATION EXPENSES FOR PRIMARY TRANSPORTATION, TERMINAL TRANSFERS, TOLLS AND PARKING AND OUT OF POCKET EXPENSES FOR HOTEL(S), MEAL(S), GRATUITIES AND OTHER WITH RECEIPTS FOR THE EXPENDITURE OF \$25 OR MORE. EXPENSE REPORTS ARE SENT TO THE LOCATION SPECIFIED ON THE FORM, IF NONE ON THE FORM, SUBMIT THE REPORT TO THE MANAGER, REGIONAL OPERATIONS ASME INTERNATIONAL HEADQUARTERS N NEW YORK.

3.4 MEETINGS

3.4.1 REGIONAL ADMINISTRATIVE CONFERENCE (RAC)

3.4.1.1 THE REGIONAL ADMINISTRATIVE CONFERENCE (RAC) CONVENES EVERY SPRING (MARCH-APRIL). THE RAC PROGRAM SUMMARIZES THE PAST YEAR'S ACTIVITIES, ADVISES THE LEADERSHIP OF SOCIETY ACTIONS, GOALS, AND PLANS AND OUTLINES PLANNING FOR NEXT YEAR'S ACTIVITY. THE CONFERENCE ALSO PROMOTES THE EXCHANGE OF INFORMATION AMONG SECTIONS OF THE REGION, ASSISTS IN ORIENTATION OF NEW SECTION AND REGION OFFICERS AND CONDUCTS BUSINESS MATTERS. THE VICE PRESIDENT RECOMMENDS THE DATE AND LOCATION FOR THE NEXT RAC. THE ATTENDEES OF THE RAC ARE REQUESTED TO APPROVE. REPRESENTATIVES OF THE HOST SECTION EXTEND AN INVITATION TO THE ATTENDEES. THE HOST SECTION(S) DETERMINES THE EXACT LOCATION DURING THE PLANNING CYCLE.

THE VICE PRESIDENT, WITH ASSISTANCE FROM THE FIELD SERVICES DIRECTOR, MUST ENSURE THAT THE CONFERENCE IS PLANNED AND ORGANIZED SUCCESSFULLY BY THE HOST SECTION. THE RAC MUST ACCOMPLISH THE FOLLOWING

1. REGIONAL COMMITTEE CHAIRS SUBMIT REPORTS DESCRIBING COMMITTEE ACTIVITIES AND ACCOMPLISHMENTS. IDENTIFY ACTIONS OF THE SOCIETY IN THE COMMITTEE'S SUBJECT AREA.
2. SECTION REPRESENTATIVES SUBMIT REPORTS DESCRIBING UNIT ACTIVITIES AND ACCOMPLISHMENTS. IDENTIFY CONCERNS FOR SUBJECTS, PROCEDURES, ETC. THAT ARE OF INTEREST TO THE SECTION AND THE MEMBERS.
3. PROPOSE BY VOTE OF THOSE IN ATTENDANCE, THE REPRESENTATIVE AND ALTERNATES TO THE NC.
4. ANNOUNCE APPOINTEES TO REPRESENT THE REGION TO THE SOCIETY
5. PROPOSE CANDIDATES FOR SOCIETY OFFICES.
6. PROVIDE PROFESSIONAL DEVELOPMENT TO THOSE IN ATTENDANCE.
7. APPROVE THE LOCATION AND HOST OF THE FALL SEMINAR.
8. PRESENT AWARDS FOR ACHIEVEMENT, DEDICATION AND SERVICE TO THE SOCIETY.

3.4.1.2 THE VICE PRESIDENT SERVES AS CHAIR AND THE REGIONAL SECRETARY SERVES AS RECORDING SECRETARY OF THE REGIONAL ADMINISTRATIVE CONFERENCE. TWO REPRESENTATIVES FROM EACH SECTION AND ONE REPRESENTATIVE FROM EACH SUBSECTION AND GROUP IN THE REGION SERVE AS VOTING MEMBERS OF THE CONFERENCE. THE SECTION CHAIR AND ANOTHER ACTIVE MEMBER ARE USUALLY APPOINTED AS THE UNIT REPRESENTATIVES. OTHER MEMBERS ARE ENCOURAGED TO PARTICIPATE AND ATTEND THE TRAINING CLASSES AND OTHER EVENTS.

3.4.1.3 THE CHAIR OF EACH REGIONAL COMMITTEE IS TO ATTEND THE RAC.

3.4.1.4 THE VICE PRESIDENT'S REGIONAL ALLOCATION MAKES AVAILABLE FUNDING FOR TRAVEL TO THE RAC IN ACCORDANCE WITH POLICY P-4.5 FOR THE FOLLOWING:

REGIONAL VICE PRESIDENT
REGIONAL VICE PRESIDENT-NOMINEE
REGIONAL SECRETARY
REPRESENTATIVE TO THE NOMINATING COMMITTEE
TWO REPRESENTATIVES FROM EACH SECTION
ONE REPRESENTATIVE FROM EACH SUBSECTION
ONE REPRESENTATIVE FROM EACH GROUP, AND

NOT MORE THAN EIGHTEEN (18) OTHERS TO BE INVITED BY THE REGIONAL VICE PRESIDENT, PREFERABLY SELECTED FROM, AND NOT LIMITED TO, MEMBERS OF THE REGIONAL OPERATING BOARD, CHAIR OF THE REGIONAL ADVISORY COMMITTEE ON NOMINATIONS, RECENTLY ELECTED UNIT CHAIR FOR THE NEXT YEAR, AND PAST VICE PRESIDENT(S).

3.4.2 MANAGEMENT TRAINING SEMINAR (MTS)

MOST REGIONS CONDUCT A FALL MEETING THAT SERVES AS A WORKSHOP FOR SECTION LEADERS AND ROB MEMBERS. THE CONFERENCE IS IMPORTANT FOR THE INDOCTRINATION OF NEW LEADERS AND PROGRESSION OF EXISTING LEADERS IDENTIFIED WITHIN THE REGION. A SECTION USING ALLOCATED FUNDS MAY SUPPORT ONE PERSON TO THE MTS. NON-ALLOCATED SECTION FUNDS MAY BE USED FOR ADDITIONAL REPRESENTATION. AN INVITATION FROM THE VICE PRESIDENT OR HOST SECTION IS USUALLY RECEIVED AT THE RAC SPECIFYING THE DATE AND LOCATION OF THE FALL MEETING. MEMBERS IN ATTENDANCE AT THE RAC AFFIRM BY VOTE THE ACCEPTANCE OF THE INVITATION.

3.4.3 REGIONAL STUDENT CONFERENCE (RSC)

3.4.3.1 THE REGIONAL VICE PRESIDENT IS TO HAVE A REGIONAL STUDENT CONFERENCE DURING THE PERIOD OF MARCH - MAY. THE CONFERENCE PROVIDES OPPORTUNITIES FOR THE STUDENT MEMBERS TO PARTICIPATE IN THE OLD GUARD, AN ORAL COMPETITION, THE STUDENT DESIGN CONTEST, A POSTER COMPETITION AND OTHER COMPETITIONS AND CONTESTS AS HAVE BEEN ESTABLISHED. STUDENT MEMBERS ARE PROVIDED AN OPPORTUNITY TO GAIN ADDITIONAL KNOWLEDGE ABOUT ASME INTERNATIONAL. A HOST STUDENT SECTION MAKES AN INVITATION TO THE RSC FOR NEXT YEAR'S RSC MEETING.

3.4.3.2 FOR ADDITIONAL INFORMATION REGARDING THE RSC, REFER TO MANUAL ML-1, "STUDENT SECTION OPERATIONS MANUAL."

3.4.4 REGIONAL STUDENT LEADERSHIP SEMINAR (RSLs)

3.4.4.1 THE REGIONAL VICE PRESIDENT IS TO CONDUCT A REGIONAL STUDENT LEADERSHIP SEMINAR FOR THE PURPOSE OF TRAINING CURRENT AND FUTURE LEADERS. THIS CONFERENCE IS NORMALLY HELD IN THE FALL AT A TIME AND LOCATION DETERMINED BY THE VICE PRESIDENT.

3.4.4.2 THE VICE PRESIDENTS' REGIONAL RSLs ALLOCATION MAKES AVAILABLE FUNDING FOR TRAVEL TO THE RSLs IN ACCORDANCE WITH POLICY P4.5 FOR A MINIMUM OF THE FOLLOWING:

TWO (2) STUDENT DELEGATES PER STUDENT SECTION
THE STUDENT REPRESENTATIVE TO THE SSC
THE SENIOR REPRESENTATIVE TO THE SSC
THE REGIONAL COLLEGE RELATIONS COMMITTEE CHAIR
THE VICE PRESIDENT.

3.4.5 OTHER MEETINGS

THE REGIONAL VICE PRESIDENT MUST ATTEND THE IMECE AND SUMMER ANNUAL MEETINGS IN ADDITION TO OTHER CMA MEETINGS THAT MAY BE CALLED.

FUNDING IS ONLY PROVIDED FOR THE VICE PRESIDENT AND IS NOT AVAILABLE FOR A REPRESENTATIVE.

3.5 TECHNICAL DIVISION ACTIVITIES

3.5.1 SECTION PERSONNEL ARE ENCOURAGED TO WORK DIRECTLY WITH THE TECHNICAL DIVISIONS AND TO HOST ADMINISTRATIVE MEETINGS AND/OR TECHNICAL SYMPOSIUMS WHENEVER FEASIBLE. THE REGIONAL VICE PRESIDENT HAS NO DIRECT RESPONSIBILITY FOR THESE MEETINGS. THE REGIONAL VICE PRESIDENT AND THE DIRECTOR OF THE FIELD OFFICE ARE IN A POSITION TO ADVISE AND ASSIST ANY SECTION IN THIS ENDEAVOR.

3.5.2 SPECIFIC INFORMATION ON THE TECHNICAL DIVISIONS MAY BE OBTAINED BY CONTACTING THE OFFICE OF THE MANAGING DIRECTOR-ENGINEERING, AT ASME INTERNATIONAL HEADQUARTERS IN NEW YORK. A LISTING OF THE TECHNICAL DIVISIONS IS PROVIDED IN APPENDIX C.

3.5.3 FORMATION OF TECHNICAL CHAPTERS WITHIN THE SECTION WITH FORMAL LINKAGE TO THE TECHNICAL DIVISIONS IS ENCOURAGED. SEE POLICY P-8.2 "TECHNICAL CHAPTERS" FOR ADDITIONAL INFORMATION.

3.6 ACCEPTANCE OF ASME POLICIES

3.6.1 CONFLICT OF INTEREST

THE MANAGING DIRECTOR-MEMBER AFFAIRS ENSURES THAT ALL ROB CHAIRS, CHAIR OF A SECTION, SUBSECTION, OR GROUP AND THE VICE PRESIDENT INDICATE ACCEPTANCE OF THE CONDITIONS OF SOCIETY POLICY P-15.8, "CONFLICT OF INTEREST". MEMBERS HOLDING THE ABOVE OFFICES MAY NOT TAKE OFFICE UNTIL ACCEPTANCE IS COMPLETED AND FORWARDED TO THE DIRECTOR. POSITION CODES ARE NOT ASSIGNED UNTIL AN ACCEPTANCE IS RECEIVED. THE MEMBER'S RECORD PROVIDES THE CURRENT STATE OF COMPLIANCE. NON-COMPLIANCE IS IDENTIFIED TO THE FIELD SERVICES DIRECTOR AND THE REGIONAL VICE PRESIDENT FOR RESOLUTION. OTHER COUNCILS ARE RESPONSIBLE FOR THE POSITIONS THE MEMBER IS ABOUT TO ENTER WITHIN THEIR OVERSIGHT.

3.6.2 USE OF THE MEMBER DATABASE

ACCEPTANCE OF THE CONDITIONS OF SOCIETY POLICIES P-12.14, "USE OF MEMBER DATA" AND P-15.8, "CONFLICT OF INTEREST" IS REQUIRED TO HAVE ACCESS OR BE PROVIDED MEMBER DATA. USE OF THE MEMBER DATA BY THE SOCIETY'S LEADERSHIP IS PERCEIVED AS A BENEFICIAL VOLUNTEER MANAGEMENT TOOL TO ASSIST THE ORGANIZATION OF THE UNIT.

3.7 INDUSTRY

THE RELATIONSHIP BETWEEN ASME INTERNATIONAL AND INDUSTRY CAN BE ENHANCED BY HAVING AN INDUSTRY BREAKFAST, INDUSTRY LUNCHEON, INDUSTRY VISIT OR INDUSTRY NIGHT. THERE IS NO EXPENSE TO THE SECTION, AND THE WORKLOAD IS SHARED BETWEEN THE HOST SECTION, THE REGIONAL VICE PRESIDENT, AND THE FIELD SERVICES DIRECTOR. SEE APPENDIX C OF THIS MANUAL AND MANUAL ML-14, "INDUSTRY RELATIONS MANUAL" FOR ADDITIONAL INFORMATION.

3.8 PROGRAM EVALUATION

3.8.1 THE BOARD OF GOVERNORS REQUIRES EVERY PROGRAM IN THE SOCIETY TO BE PRIORITIZED AND EVALUATED EACH YEAR. THE CMA SECTION AND REGION EVALUATION PROCESS BEGINS AT THE UNIT.

3.8.2.1 EACH UNIT MUST SUBMIT A "UNIT ACTIVITY REPORT", AN "ANNUAL FINANCIAL REPORT" AND AN "OPERATIONS BUDGET" ANNUALLY (JULY - SEPTEMBER) TO REGIONAL SUPPORT, ASME HEADQUARTERS, IN NEW YORK. SOCIETY STAFF USES THE REPORTS TO PREPARE A "SECTION PROGRAM REPORT SUMMARY".

3.8.2.2 EACH REGIONAL VICE PRESIDENT AND FIELD SERVICES DIRECTOR COMPLETES A VICE PRESIDENT/FIELD SERVICES DIRECTOR REPORT. SOCIETY STAFF USES THE REPORTS TO PREPARE A "CMA VICE PRESIDENTS AND FIELD SERVICES DIRECTORS SUMMARY REPORT".

3.8.3 THE REPORT FORMS AND DATA REQUESTED MAY BE FOUND ON ASMENET, [HTTP://WWW.ASME.ORG/LEADERSHIPTOOLBOX](http://www.asme.org/leadershiptoolbox) INSTRUCTIONS ARE PROVIDED ON THE FORMS. THE FORMS MAY ALSO BE OBTAINED BY CALLING THE FIELD SERVICES DIRECTOR.

3.8.4

THE SUMMARY REPORTS ARE USED BY CMA TO EVALUATE SECTION AND REGIONAL ACTIVITIES AND MAKE DATA AVAILABLE FOR THE SENIOR VICE PRESIDENTS USE.

CHAPTER 4 - REGIONAL COMMITTEES

4.1 GENERAL

4.1.1 THIS CHAPTER IDENTIFIES AND DEFINES THE PURPOSE OF THE REGIONAL COMMITTEES NORMALLY ORGANIZED TO ASSIST WITH REGIONAL ACTIVITIES. THE ASME INTERNATIONAL ORGANIZATION PROVIDES FOR SOCIETY, REGION AND SECTION COMMITTEES LINKED SO AS TO PROMOTE OPERATIONS AND DISSEMINATION OF INFORMATION. IN ADDITION, THE STRUCTURE PROVIDES A CONDUIT FOR NEW IDEAS THROUGHOUT THE SOCIETY. SECTION COMMITTEE CHAIRS SHOULD IDENTIFY AND ESTABLISH CONTACT WITH THE REGIONAL COMMITTEE CHAIRS HAVING PARALLEL RESPONSIBILITIES. THE REGIONAL COMMITTEE CHAIRS SHOULD IDENTIFY AND ESTABLISH CONTACT WITH THE SOCIETY COMMITTEE CHAIRS HAVING PARALLEL RESPONSIBILITIES. THE SOCIETY COMMITTEE CHAIR IS ACCOUNTABLE FOR THE REGIONAL COMMITTEE CHAIR WHO IS ACCOUNTABLE FOR ENSURING ACTION OF THE CORRESPONDING SECTION COMMITTEE.

UNIFORM COMMITTEE STRUCTURE THROUGHOUT THE REGIONS IS ENCOURAGED TO PROMOTE BETTER COMMUNICATIONS (SEE PARAGRAPH 4.2.3).

4.1.2 SPECIFIC OPERATING PROCEDURES FOR A REGIONAL COMMITTEE IS BEST DEVELOPED BY THE COMMITTEE TO SERVE PARTICULAR NEEDS AND GOALS. SUGGESTED RULES FOR GENERAL COMMITTEE OPERATION ARE GIVEN IN PARAGRAPH 4.2.

4.1.3 COMMITTEE CHAIRS AND VICE CHAIRS (EXCEPT RACON, ME AND MET DEPARTMENT HEADS) ARE NORMALLY APPOINTED BY THE VICE PRESIDENT TO SERVE A TERM OF ONE, TWO OR THREE YEARS AS SPECIFIED BY THE VICE PRESIDENT.

4.1.4 WHERE SIMILAR COMMITTEES ARE LOCATED IN THE SECTIONS, THE REGIONAL COMMITTEE MEMBERSHIP CAN BE MADE UP OF THE EQUIVALENT SECTION COMMITTEE CHAIR I.E., ALL SECTION MEMBER INTEREST COMMITTEE CHAIRS ARE MEMBERS OF THE REGIONAL MEMBER INTERESTS COMMITTEE.

4.2 COMMITTEE OPERATION

4.2.1 ESTABLISH OBJECTIVE

THE FIRST ORDER OF BUSINESS FOR ANY COMMITTEE IS TO IDENTIFY THE MEMBERS, TO IDENTIFY THE CHAIR AND / OR FACILITATOR, TO REVIEW THE STATED PURPOSE, TO CONFIRM THE OBJECTIVES, TO ESTABLISH AUXILIARY OR SUPPLEMENTAL GOALS, TO SET PRIORITIES AND TO PREPARE A TARGET SCHEDULE. GOALS, PRIORITIES AND SCHEDULES MUST BE CONSISTENT WITH THE SIZE OF THE COMMITTEE AND THE TIME AND RESOURCES AVAILABLE AND BE RELATED TO THE SOCIETY'S GOALS AND OBJECTIVES.

4.2.1.2 ESSENTIAL TO THE SUCCESS OF ANY COMMITTEE OPERATION IS A CLEAR UNDERSTANDING BY THE ENTIRE COMMITTEE MEMBERSHIP OF THE OBJECTIVES, AGREEMENT THAT THE OBJECTIVES ARE DESIRABLE, ATTAINABLE AND CONTRIBUTE TOWARD MEETING THE PURPOSES OF THE COMMITTEE, THE REGION AND THE SOCIETY.

4.2.2

ADMINISTRATION

MANY OF THE ACTIVITIES OF THE REGION REQUIRE GREATER DELIBERATION AND PLANNING THAN CAN BE ACHIEVED IN THE BRIEF SPAN OF A REGIONAL MEETING.

REGIONAL COMMITTEES ARE THE MAJOR IMPLEMENTERS OF REGIONAL INITIATIVES. EACH COMMITTEE SHOULD:

- A. ESTABLISH A SUITABLE MODE OF OPERATION CONSISTENT WITH STATED PURPOSES AND GOALS OF THE COMMITTEE.
- B. MAINTAIN ORDER AT ALL COMMITTEE MEETINGS INCLUDING CONFERENCE CALLS, AND VIDEO TELECONFERENCING. STAY FOCUSED ON THE PRINCIPAL TOPIC. IT IS SUGGESTED REGIONAL COMMITTEES LEARN AND APPLY "ROBERT'S RULES OF ORDER NEWLY REVISED".
- C. ACCEPT OR MAKE CLEAR, CONCISE AND ATTAINABLE ASSIGNMENTS. PLAN THE TASK AND PROVIDE EACH COMMITTEE MEMBER AN ASSIGNMENT TO BE PERFORMED. THE MORE INVOLVED INDIVIDUALS BECOME, THE GREATER WILL BE THE FEELING OF ACHIEVEMENT AND THE MORE INTENSE THE DEDICATION. REMEMBER ALSO, THE COMMITTEE MEMBERS ARE UNPAID VOLUNTEERS WITH WIDELY VARYING LEVELS OF TIME, RESOURCES AND DEDICATION TO THE TASK AT HAND.
- D. ESTABLISH A DEFINITE SCHEDULE FOR THE COMMITTEE, EACH COMMITTEE MEMBER, AND YOURSELF. DISCIPLINE IS A NECESSARY INGREDIENT OF ACHIEVEMENT. DO NOT HESITATE TO REMIND YOUR MEMBERS OF AN APPROACHING SCHEDULE DATE OR TO REITERATE COMMITTEE OBJECTIVES.
- E. KEEP COMMUNICATIONS BRIEF. BUSY PEOPLE WILL USUALLY READ AND ANSWER SHORT MESSAGES IMMEDIATELY. LONGER MESSAGES ARE OFTEN SET ASIDE "FOR FUTURE ACTION".

4.2.3

CHANNELS OF COMMUNICATION

THE ORGANIZATION PROVIDES PARALLEL COMMITTEES OF MOST OF THE SOCIETY, REGION AND SECTION COMMITTEES TO PROMOTE DISSEMINATION OF INFORMATION. IN ADDITION, THE STRUCTURE PROVIDES A CONDUIT FOR NEW IDEAS FROM THE MEMBERS OF THE SOCIETY. COMMITTEE CHAIRS SHOULD IDENTIFY AND ESTABLISH CONTACT WITH MEMBERS HAVING PARALLEL RESPONSIBILITIES ON SOCIETY COMMITTEES AND ON THE SECTION COMMITTEES. THE REGIONAL COMMITTEE CHAIRS ARE ACCOUNTABLE FOR ENSURING ACTION OF THE CORRESPONDING SECTION COMMITTEES.

4.2.4

COMMITTEE MEETINGS

TIME IS LIMITED AT ALL SOCIETY GATHERINGS TO CONDUCT COMMITTEE MEETINGS. THE FALL TRAINING MEETING IS THE PRINCIPAL WORKSHOP SESSION FOR COMMITTEE ACTIVITY. THE RAC IS PRINCIPALLY INFORMATION FLOW BY PRESENTATION, REPORT OR OTHER MEANS. IT IS IMPORTANT THAT COMMITTEE CHAIRS PREPARE AND DISSEMINATE AGENDAS TO THE COMMITTEE MEMBERS AT LEAST ONE MONTH PRIOR TO THE MEETING DATE. THE AGENDA SHOULD STATE THE EXPECTED PARTICIPATION OF EACH MEMBER. OCCASIONALLY, SPECIAL COMMITTEE MEETINGS ARE DESIRABLE.

4.2.5

REPORTS & RECORDS

A MINIMUM OF TWO REPORTS ARE EXPECTED FROM EACH REGIONAL COMMITTEE CHAIR:

- A. AT THE BEGINNING OF THE TERM OF OFFICE, THE CHAIR SHOULD HOLD A MEETING OF THE COMMITTEE TO ESTABLISH GOALS, OBJECTIVES, SCHEDULES, AND FUNCTIONAL PROCEDURES. THIS CAN BE ACCOMPLISHED AT A VICE PRESIDENT CALLED MEETING(S), TELECONFERENCING, BY CORRESPONDENCE, ETC. IT IS ACCEPTABLE TO HAVE A FORMATION MEETING AT THE PREVIOUS YEARS RAC. EITHER WAY, THE GOALS AND OBJECTIVES MUST HAVE THE WHOLEHEARTED ENDORSEMENT OF THE COMMITTEE. THESE SHOULD BE SUMMARIZED IN WRITTEN FORM, AND DISSEMINATED TO ALL COMMITTEE MEMBERS AND TO THE REGIONAL VICE PRESIDENT.

ALL COMMITTEE CHAIRS SHALL PREPARE AN ANNUAL REPORT FOR DISTRIBUTION AT THE RAC. THE REPORT WILL INFORM THE MEMBERSHIP OF THE SIGNIFICANT ACTIVITIES AND ACCOMPLISHMENTS DURING THE YEAR. THE REPORTS SHOULD BE BRIEF, CONCISE AND FACTUAL. THEY SHOULD COVER THE PRINCIPAL SUCCESSES, WEAKNESSES AND UNFINISHED ITEMS OF BUSINESS BEING CARRIED OVER. THIS INFORMATION MAY SERVE AS A BASIS OF OPERATION OR CHALLENGE TO THE CONTINUING COMMITTEE.

B. THE SECRETARY SHOULD APPEND THE REPORTS TO THE MEETING MINUTES.

4.2.6 COMMITTEE FINANCING

4.2.6.1.1 THE VICE PRESIDENT SHOULD BE CONTACTED TO DETERMINE THE AVAILABILITY OF FUNDING FROM THE VICE PRESIDENT'S BUDGET. THE SOCIETY DOES NOT PROVIDE A BUDGET FOR FINANCIAL SUPPORT FOR REGIONAL COMMITTEE ACTIVITIES. MANY MEMBERS HAVE EMPLOYER SUPPORT AND SUCH MEETINGS MAY BE FEASIBLE. FUNDS FROM A REGIONAL ACCOUNT MIGHT BE USED.

4.2.6.2 THE SECTION CHAIRS SHOULD BE CONTACTED TO DETERMINE THE AVAILABILITY OF FUNDING FROM THE UNIT'S BUDGET TO SUPPORT MEMBERS PARTICIPATING FOR THE GOOD OF THE SECTION. THE SOCIETY DOES NOT PROVIDE A BUDGET FOR FINANCIAL SUPPORT FOR SECTIONAL COMMITTEE ACTIVITIES. MANY MEMBERS HAVE EMPLOYER SUPPORT AND SUCH MEETINGS MAY BE FEASIBLE.

4.2.6.3 ASME POLICY REGARDING CONTRIBUTIONS TOWARD TRAVEL EXPENSES FOR ATTENDANCE AT ANY MEETING(S) IS COVERED IN SOCIETY POLICY P-4.5.

4.2.7 CONTINUITY

EFFECTIVE CONTINUITY OF COMMITTEE FUNCTIONS IS BEST ACHIEVED BY SELECTING AS COMMITTEE CHAIRS THOSE INDIVIDUALS WHO HAVE DEMONSTRATED INTEREST AND CAPABILITY.

4.3 COMMITTEE FUNCTIONAL DESCRIPTIONS

MANUAL ML-10 HAS THE NORMAL PARALLEL COMMITTEE FUNCTIONAL DESCRIPTIONS AS THEY APPLY TO THE SECTIONS, SUBSECTIONS, AND GROUPS. THE ML-10 DESCRIPTIONS MAY BE USED FOR REGIONAL COMMITTEE USE. UNDERSTANDING THAT THE REGIONAL COMMITTEE CHAIR IS THE FACILITATOR FOR ALL THE UNIT MEMBERS OF THE SAME CHAIR. THE DESCRIPTIONS ARE RECOMMENDED AS A TRAINING TOOL FOR APPOINTEES AND FOR DEFINING THE JOB REQUIREMENTS TO POTENTIAL APPOINTEES. APPENDIX F PROVIDES REGIONAL OPERATING BOARD POSITION PROFILES THAT PROVIDE ADDITIONAL INSIGHT.

CHAPTER 5 - STAFF ASSISTANCE

5.1 GENERAL

THE SERVICES OF THE SOCIETY STAFF AT HEADQUARTERS AND THE FIELD OFFICES ARE AVAILABLE TO ASSIST THE REGIONAL AND SECTION OFFICERS, COMMITTEES, AND MEMBERS AS NEEDED. A COMPLETE REGIONAL STAFF DIRECTORY IS AVAILABLE IN THE ASME WEBSITE IN THE LOCAL LEADERSHIP TOOLBOX AT [HTTP://WWW.ASME.ORG/LEADERSHIPTOOLBOX/#5](http://www.asme.org/leadershiptoolbox/#5)

5.2 ASME INTERNATIONAL HEADQUARTERS OFFICE

STAFF AT THE NEW YORK HEADQUARTERS, AS WELL AS THE NEW JERSEY SERVICE CENTER, ARE DEDICATED TO SUPPORTING THE SOCIETY'S MISSION AND PROGRAMS. IT IS IMPORTANT FOR THE REGIONAL VICE PRESIDENT TO BE FAMILIAR WITH THE STAFF ORGANIZATION, AND TO ESTABLISH A SOUND WORKING RELATIONSHIP WITH THE STAFF MEMBERS ASSIGNED TO REGIONAL OPERATIONS.

THE MEMBER AFFAIRS DIRECTORATE STAFF INCLUDE:

MANAGING DIRECTOR	MEMBER AFFAIRS	212-591-7940
DIRECTOR	REGIONAL SUPPORT	212-591-8471
DIRECTOR	MEMBER SERVICES	212-591-7745

5.3 FIELD OFFICES

5.3.1 FIELD OFFICE CONTACTS

DIRECTOR	INTERNATIONAL FIELD OFFICE	212-591-7858
DIRECTOR	EASTERN FIELD OFFICE	800-221-5536
DIRECTOR	NORTHEAST FIELD OFFICE	800-628-5981
DIRECTOR	MIDWEST FIELD OFFICE	800-628-6437
DIRECTOR	SOUTHERN FIELD OFFICE	800-445-2388
DIRECTOR	WESTERN FIELD OFFICE	800-624-9002

5.3.2 FIELD OFFICE ASSISTANCE

FIELD OFFICE ASSISTANCE INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

MEMBER SERVICES

- ACCESS TO MEMBERSHIP FILES
- MEMBER RECORD CHANGES
- RESPOND TO QUESTIONS/INQUIRIES
- CAREER TRANSITION/EMPLOYMENT ADVICE

REGIONAL SUPPORT

- REVIEW PROGRAM PLANS
- ADVISE ON PROBLEMS & OTHER SOLUTIONS
- PROVIDE PROGRAM SUGGESTIONS
- CONDUCT TRAINING PROGRAMS
- INFORMATION ON ASME INTERNATIONAL ACTIVITIES/PLANS
- REGIONAL CONFERENCE SUPPORT

INDUSTRY VISITS

- APPRECIATION OF SUPPORT OF ASME INTERNATIONAL (INDUSTRY PLAQUE)
- ASME INTERNATIONAL ACTIVITIES
- HOW TO OBTAIN ASME INTERNATIONAL ASSISTANCE
- HOW ASME INTERNATIONAL HELPS MEMBERS AND EMPLOYERS
- TECHNICAL ASSISTANCE TO MEMBERS
- SECTION ACCOMPLISHMENTS & PLANS
- ENCOURAGE COMPANY SUPPORT
- REVIEW COMPANY POLICIES ON PROFESSIONAL ACTIVITY SUPPORT
- INDUSTRY REQUIREMENTS FOR PROFESSIONAL DEVELOPMENT
- SUPPORT INDUSTRY BREAKFASTS/LUNCHEAS SUPPORT
- INDUSTRY SITE VISITS

SECTION/TECHNICAL CHAPTERS

- ASME INTERNATIONAL ACTIVITIES & ORGANIZATION
- TECHNICAL DIVISIONS
- CODES & STANDARDS
- PUBLIC AFFAIRS
- EDUCATION
- LATEST NEWS
- PROFESSIONALISM
- MEMBER PARTICIPATION
- OFFICER TRAINING
- MEMBERSHIP TABLE
- REVITALIZATION

STUDENT SECTIONS

- SUGGESTIONS IN GETTING MEMBERS
- OFFER PROGRAM SUGGESTIONS
- INGERSOLL-RAND AND OTHER CONTESTS
- PROFESSIONALISM
- PARTICIPATION OF STUDENTS
- FUND RAISING
- SECTION LIAISON
- OFFICER TRAINING
- MEMBERSHIP TABLE
- REGIONAL STUDENT CONFERENCE
- REGIONAL STUDENT LEADERSHIP SYMPOSIUM

SOCIETY MEETINGS

- CONFERENCES
- SUPPORT SECTION INTERFACE
- MEMBERSHIP TABLE
- ANSWER QUESTIONS ON MEMBERSHIP
- DISTRIBUTE APPLICATIONS

REGIONAL CONFERENCES

- ASSIST HOST SECTION (SENIOR AND STUDENT) WITH ARRANGEMENTS
- ASSIST IN PROGRAM PLANS
- REPORT ON SOCIETY ACTIVITIES
- SUPPORT WORKSHOPS
- AGENDA DEVELOPMENT

ADMINISTRATIVE/MANAGEMENT

MAINTAIN SUPPLY OF LATEST ASME INTERNATIONAL MANUALS, BROCHURES AND
FORMS OR KNOW WHERE TO ACCESS THEM ON ASMENET.
PUBLICATIONS INFORMATION, CATALOGS
OFFICER DIRECTORIES, UNIT, REGIONAL AND FOR THE SOCIETY
ASSISTANCE AS REQUIRED WITH REPORTS (ANNUAL FINANCIAL REPORT, BUDGET
REPORT, UNIT ACTIVITY REPORT
MAINTAIN AUDIO/VIDEO/FILM LENDING LIBRARY
MAINTAIN PHAROS PROGRAM MATERIALS
ADVICE AND CONSULTATION
MEMBER RECOMMENDATIONS FOR ROB
GENERAL ASSISTANCE
GOAL SETTING, PLANNING
PROBLEM IDENTIFICATION AND SOLUTIONS
REGION AND SECTION TRAINING
ANALYZE PERFORMANCE OF UNITS
VICE PRESIDENTS' PROGRAMS AND PROJECTS
ROB: STAFFING AND GUIDANCE, MEETINGS, (ARRANGEMENTS)
SECTION/UNIVERSITY VISITS
SEMINARS (LARGE VARIETY)
HISTORY & HERITAGE SUPPORT
PROFESSIONAL DEVELOPMENT SUPPORT
GOVERNMENT RELATIONS ROLE

APPENDICES

APPENDIX A – Common Acronyms of the Council of Member Affairs

AAES	AMERICAN ASSOCIATION OF ENGINEERING SOCIETIES	BNCS	BOARD ON NUCLEAR CODES & STANDARDS (CCS)
ABET	ACCREDITATION BOARD FOR ENGINEERING & TECHNOLOGY	BOC	BOARD ON COMMUNICATIONS (COE)
AERO	AEROSPACE DIVISION	BOG	BOARD OF GOVERNORS
AES	ADVANCED ENERGY SYSTEMS DIVISION	BOM	BOARD ON METRICATION (CCS)
AMD	APPLIED MECHANICS DIVISION	BOS	BOARD ON STANDARDIZATION (CCS)
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE	BPC	BOARD ON PRE-COLLEGE EDUCATION (COED)
APAOC	ASME INTERNATIONAL PRESS ADVISORY & OVERSIGHT COMMITTEE	BPD	BOARD ON PROFESSIONAL DEVELOPMENT (COED)
APC	ADMINISTRATIVE AND POLICY COMMITTEE (CMA)	BPESD	BIOPROCESS ENGINEERING SUBDIVISION
API	AMERICAN PETROLEUM INSTITUTE	BPI	BOARD ON PUBLIC INFORMATION (CPA)
ASME	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	BPPE	BOARD ON PROFESSIONAL PRACTICE & ETHICS (CMA)
ASMEF	ASME FOUNDATION	BPTC	BOARD ON PERFORMANCE TEST CODES (CCS)
AU	AUTOMATIC UPGRADE	BPTCS	BOARD ON PRESSURE TECHNOLOGY CODES & STANDARDS
BCO	BOARD ON COUNCIL OPERATIONS (CCS)	BRTD	BOARD ON RESEARCH AND TECHNOLOGY DEVELOPMENT (COE)
BCTD	BOARD COMMITTEE ON TECHNOLOGY DEVELOPMENT	BSCS	BOARD ON SAFETY CODES & STANDARDS (CCS)
BECD	BOARD ON EARLY CAREER DEVELOPMENT	CADDET	CENTER FOR THE ANALYSIS & DISSEMINATION OF DEMONSTRATED ENERGY TECHNOLOGIES
BED	BIOENGINEERING DIVISION	CCMI	COORDINATING COMMITTEE ON MEMBER INTERESTS (CMA)
BCTD	BOARD COMMITTEE ON TECHNOLOGY DEVELOPMENT	CCOM	COORDINATING COMMITTEE ON MEMBERSHIP (CMA)
BED	BIOENGINEERING DIVISION	CCS	COUNCIL ON CODES AND STANDARDS (CCS)
BEE	BOARD ON ENGINEERING EDUCATION	CEA	COMMITTEE ON ENGINEERING ACCREDITATION
BETG	BASIC ENGINEERING TECHNICAL GROUP	CESSE	COUNCIL OF ENGINEERING AND SCIENTIFIC SOCIETY EXECUTIVES
BGR	BOARD ON GOVERNMENT RELATIONS	CEU	CONTINUING EDUCATION UNIT
BIS	BOARD ON INTERNATIONAL STANDARDS (CCS)		
BMI	BOARD FOR MEMBER INITIATIVES		
BMID	BOARD ON MEMBER INTERESTS & DEVELOPMENT (CMA)		
BDO	BOARD ON DIVERSITY AND OUTREACH (CPA)		

CHBL	COMMITTEE ON HONORS AND BYLAWS	DED	DESIGN ENGINEERING DIVISION
CIE	COMPUTERS IN ENGINEERING DIVISION	DETC	DESIGN ENGINEERING TECHNICAL CONFERENCES
CIMAC	COMMITTEE ON INTERNATIONAL MACHINES AND COMBUSTION	DLP	DISTINGUISHED LECTURERS PROGRAM
CIMS	COMMITTEE ON INTERNATIONAL MEMBER SERVICES	DSA DSCD	DEDICATED SERVICE AWARD DYNAMIC SYSTEMS AND CONTROL DIVISION
CLA	COMMITTEE ON LEGAL AFFAIRS (BOG)	DTC	DESIGN ENGINEERING TECHNICAL CONFERENCE
CMA	COUNCIL ON MEMBER AFFAIRS	EAC	ENVIRONMENTAL AFFAIRS COMMITTEE
CMES	CHINESE MECHANICAL ENGINEERING SOCIETY	EC ECG EED	ENERGY COMMITTEE ENERGY CONVERSION BOARD ENVIRONMENTAL ENGINEERING DIVISION
CMI	COMMITTEE ON MEMBER INTERESTS (BMID/CMA)	EEPD	ELECTRICAL AND ELECTRONIC PACKAGING DIVISION
COC	COMMITTEE ON CONTESTS (BSA/CMA)	ERB	ENERGY RESOURCES BOARD
COE	COUNCIL ON ENGINEERING	ERO	EASTERN FIELD OFFICE
COED	COUNCIL ON EDUCATION	ESCOE	ENGINEERING SOCIETIES COMMISSION ON ENERGY
COFI	COMMITTEE ON FINANCE AND INVESTMENT	ESDA	EUROPEAN SYSTEMS DESIGN AND ANALYSIS CONFERENCE
COH	COMMITTEE ON HONORS (BOG)	ETC	EMERGING TECHNOLOGIES COMMITTEE
COII	COMMITTEE ON ISSUES IDENTIFICATION (CPA)	ETCE	ENERGY-SOURCES TECHNOLOGY CONFERENCE & EXHIBITION
COM	COMMITTEE ON MEMBERSHIP (BMID/CMA)	ETTG	ENVIRONMENT AND TRANSPORTATION TECHNICAL GROUP
COMESP	COMMITTEE OF MECHANICAL ENGINEERING SOCIETY PRESIDENTS	FA	FACULTY ADVISOR (TERM NOW REPLACED BY SSA)
COR	COMMITTEE ON RULES	FACT	FUELS AND COMBUSTION TECHNOLOGIES DIVISION
COS	COMMITTEE ON STAFF (BOG)	FED	FLUIDS ENGINEERING DIVISION
CPA	COUNCIL ON PUBLIC AFFAIRS	FRC	FELLOW REVIEW COMMITTEE (FORMERLY ADMISSIONS COMMITTEE) (BMID/CMA)
CPO	COMMITTEE ON PLANNING AND ORGANIZATION	FPST	FLUID POWER SYSTEMS AND TECHNOLOGY DIVISION
CPP	COMMITTEE OF PAST PRESIDENTS	GETG	GENERAL ENGINEERING TECHNICAL GROUP
CPR	COMMITTEE ON PROGRAM REVIEW	GRI	GEAR RESEARCH INSTITUTE
CRTD	CENTER FOR RESEARCH AND TECHNOLOGY DEVELOPMENT	GSM	GRADUATING STUDENT MEMBER
CSME	CANADIAN SOCIETY FOR MECHANICAL ENGINEERING	GSTC	GRADUATE STUDENT TECHNICAL CONFERENCE
CTA	COMMITTEE ON TECHNOLOGY ACCREDITATION	GTC	GLOBAL TECHNOLOGIES COMMITTEE
CTEC	COMMITTEE ON THE TECHNOLOGY EXECUTIVES CONFERENCE		
CTP	COMMITTEE ON TECHNICAL PLANNING		

H&H	HISTORY AND HERITAGE COMMITTEE	MEDHC	MECHANICAL ENGINEERING DEPARTMENT HEADS COMMITTEE (COED)
HTD	HEAT TRANSFER DIVISION		
IAB	INDUSTRY ADVISORY BOARD	MERI	MINING AND EXCAVATION RESEARCH INSTITUTE
ICE	INTERNAL COMBUSTION ENGINE DIVISION	MET	MECHANICAL ENGINEERING TECHNOLOGY
ICEM	INTERNATIONAL CONFERENCE ON ENGINEERING MANAGEMENT	METDHC	MECHANICAL ENGINEERING TECHNOLOGY DEPARTMENT HEADS COMMITTEE (COED)
ICOMES	INTERNATIONAL CONGRESS OF MECHANICAL ENGINEERING SOCIETIES	MGMT	MANAGEMENT DIVISION
IECEC	INTERSOCIETY ENERGY CONVERSION ENGINEERING CONFERENCE	MHED	MATERIALS HANDLING ENGINEERING DIVISION
IGTI	INTERNATIONAL GAS TURBINE INSTITUTE	MI	MANUFACTURING INTERNATIONAL
ILTTC	INDUSTRY/LABORATORY TECHNOLOGY TRANSFER COMMITTEE	MHED	MATERIALS HANDLING ENGINEERING DIVISION
IMECE	INTERNATIONAL MECHANICAL ENGINEERING CONGRESS AND EXPOSITION	MIC	MEMBER INITIATIVES CONFERENCE
IMECHE	INSTITUTION OF MECHANICAL ENGINEERS	MIS	MEMBER INITIATIVE SYSTEM
IPC	INDUSTRIAL POWER CONFERENCE	MOCS	MANUFACTURING OUTREACH CENTERS
IRAC	INTERIM REGIONAL ADMINISTRATIVE CONFERENCE (ALSO KNOWN AS MTS)	MRO	MIDWEST FIELD OFFICE
IRO	INTERNATIONAL FIELD OFFICE	MSTG	MATERIALS AND STRUCTURES TECHNICAL GROUP
ISO	INTERNATIONAL ORGANIZATION FOR STANDARDIZATION	MTCS	MANUFACTURING TECHNOLOGY CENTERS
ISPS	INFORMATION STORAGE AND PROCESSING SYSTEMS SUBDIVISION	MTG	MANUFACTURING TECHNICAL GROUP
JPC	JOINT POWER CONFERENCE	MTS	MANAGEMENT TRAINING SEMINAR
JSME	JAPAN SOCIETY OF MECHANICAL ENGINEERS	NC	NOMINATING COMMITTEE
LDI	LEADERSHIP DEVELOPMENT INITIATIVE	NCAD	NOISE CONTROL AND ACOUSTICS DIVISION
MAL	MEMBER AT LARGE	NDE	NON-DESTRUCTIVE EVALUATION ENGINEERING DIVISION
MAT'LS	MATERIALS DIVISION	NED	NUCLEAR ENGINEERING DIVISION
MDC	MEMBERSHIP DEVELOPMENT COMMITTEE	NRAC	RESOURCE ALLOCATION COMMITTEE BUDGET MEETING (NOT A REGIONAL ADMINISTRATIVE CONFERENCE)
ME	MECHANICAL ENGINEERING MANAGEMENT EXECUTIVES CONFERENCE	NRO	NORTHWEST FIELD OFFICE
MEC	MECHANICAL ENGINEERING MANAGEMENT EXECUTIVES CONFERENCE	NSDC	NATIONAL STUDENT DESIGN CONFERENCE
MED	MANUFACTURING ENGINEERING DIVISION	OB	OPERATING BOARD (FOR ALL DIVISIONS, GROUPS AND REGIONS)
		OBC	OPERATING BOARD, COMMUNICATIONS
		OBE	OPERATING BOARD, EDUCATION

OBI	OPERATING BOARD, INDUSTRY	SS	STUDENT SECTION
OBP	OPERATING BOARD, POWER	SSA	STUDENT SECTION ADVISOR
OED	OCEAN ENGINEERING DIVISION	SSAP	STUDENT SECTION ADVISORS PROGRAM
OGC	OLD GUARD COMMITTEE	SSC	STUDENT SECTIONS COMMITTEE
PA	PUBLIC AFFAIRS	STEP	STATE TECHNOLOGY EXTENSION PROGRAM
PALC	PUBLIC AFFAIRS LEADERSHIP CONFERENCE	SVP	SENIOR VICE PRESIDENT
PC	PUBLICATIONS COMMITTEE	SWPD	SOLID WASTE PROCESSING DIVISION
PCCSR	PLANNING COMMITTEE FOR CODIFICATION & STANDARDIZATION RESEARCH	T&S	TECHNOLOGY AND SOCIETY DIVISION
PE&M	PLANT ENGINEERING AND MAINTENANCE DIVISION	TEC	TECHNOLOGY EXECUTIVES CONFERENCE
PCCSR	PLANNING COMMITTEE FOR CODIFICATION & STANDARDIZATION RESEARCH	TEX	TEXTILE ENGINEERING DIVISION
PET	PETROLEUM DIVISION	TP	TECHNICAL PUBLISHING
PHAROS	PROCEDURE FOR HANDLING ACTION REQUEST OF SECTIONS	TRIB	TRIBOLOGY DIVISION
PI	PUBLIC INFORMATION	TRP	TECHNOLOGY REINVESTMENT PROJECT
PID	PROCESS INDUSTRIES DIVISION	VP	VICE PRESIDENT
PVP	PRESSURE VESSELS AND PIPING DIVISION	VP-E	VICE PRESIDENT-ELECT
PWR	POWER DIVISION	WRO	WESTERN FIELD OFFICE
RAC	REGIONAL ADMINISTRATIVE CONFERENCE	YEF	YOUNG ENGINEERS FORUM
RACON	REGIONAL ADVISORY COMMITTEE ON NOMINATIONS		
RD	REGIONAL DIRECTOR		
RO	FIELD OFFICE		
ROB	REGIONAL OPERATING BOARD		
ROC	REGIONAL OPERATION COMMITTEE		
RSC	REGIONAL STUDENT CONFERENCE		
RSLs	REGIONAL STUDENT LEADERSHIP SEMINAR		
RTD	RAIL TRANSPORTATION DIVISION		
SAM	SUMMER ANNUAL MEETING		
SBTF	SMALL BUSINESS TASK FORCE		
SDC	STUDENT DESIGN CONTEST		
SDTG	SYSTEMS AND DESIGN TECHNICAL GROUP		
SED	SOLAR ENERGY DIVISION		
SERAD	SAFETY ENGINEERING AND RISK ANALYSIS DIVISION		
SPEC	SPECIAL COMMITTEE CHAIRS		
SRO	SOUTHERN FIELD OFFICE		

ASME TECHNICAL DIVISIONS	39	MICROELECTROMECHANICAL SYSTEMS SUBDIVISION
01 AEROSPACE	40	PIPELINE SYSTEMS
02 APPLIED MECHANICS	41	NANOTECHNOLOGY INSTITUTE
03 MANAGEMENT		
04 MATERIALS HANDLING		
05 INTERNAL COMBUSTION ENGINE		
06 FUELS & COMBUSTION TECHNOLOGIES		
07 SAFETY ENGINEERING & RISK ANALYSIS		
08 FLUIDS ENGINEERING		
09 BIOENGINEERING		
10 MATERIALS		
11 HEAT TRANSFER		
12 PROCESS INDUSTRIES		
13 PRODUCTION ENGINEERING		
14 DESIGN ENGINEERING		
15 TRIBOLOGY		
16 PETROLEUM		
17 NUCLEAR ENGINEERING		
18 RAIL TRANSPORTATION		
19 POWER		
20 TEXTILES ENGINEERING		
21 PLANT ENGINEERING & MAINTENANCE		
22 INT'L GAS TURBINE INSTITUTE		
23 ENVIRONMENTAL CONTROL TECHNOLOGY & SOCIETY		
24 DYNAMIC SYSTEMS & CONTROL		
26 OCEAN ENGINEERING		
27 ADVANCED ENERGY SYSTEMS		
28 PRESSURE VESSELS & PIPING		
29 SOLID WASTE PROCESSING		
30 SOLAR ENERGY		
31 COMPUTERS IN ENGINEERING		
32 NOISE CONTROL AND ACOUSTICS		
33 NDE ENGINEERING		
34 ELECTRICAL & ELECTRONIC PACKAGING		
35 OFFSHORE MECHANICS & ARCTIC ENGR.		
36 FLUID POWER SYSTEMS AND TECHNOLOGY		
37 INFORMATION STORAGE & PROCESSING SYSTEMS		
38 INFORMATION STORAGE AND PROCESSING SYSTEMS		

APPENDIX B – HISTORY OF THE FIELD OFFICES

IN 1964, THE COUNCIL OF ASME INTERNATIONAL APPROVED THE CONCEPT OF ESTABLISHING AN OFFICE REMOTE FROM NEW YORK AS A PILOT PROGRAM TO HELP RESOLVE MEMBER COMPLAINTS ABOUT STAFF UNAVAILABILITY. AT THE SAM 1964, THE COUNCIL SELECTED CLIFF M. SHUMAKER, A PAST PRESIDENT OF ASME INTERNATIONAL, TO IMPLEMENT THE NEW IDEA FOR A SIX-MONTH TRIAL PERIOD FROM AN OFFICE LOCATED IN DALLAS, TEXAS. CLIFF REPORTED TO THE EXECUTIVE DIRECTOR. THE OFFICE EXPERIMENTED WITH A WIDE VARIETY OF IDEAS. THERE EMERGED A SUCCESSFUL PATTERN OF ASSISTANCE TO THE SECTIONS. FIELD SERVICE QUICKLY BECAME AN EFFECTIVE LIAISON BETWEEN MEMBERS AND HEADQUARTERS.

FIELD SERVICE STARTED BY VISITING SECTIONS, THEN STUDENT SECTIONS, AND THEN INDUSTRY VISITS. ON AUGUST 1, 1965, THE COUNCIL ASSESSED THE TRIAL PERIOD AS VERY SUCCESSFUL AND CONTINUED THE PROGRAM FULL TIME. THE DALLAS FIELD OFFICE CONTINUED THE SUPPORT ACROSS ALL REGIONS AND SECTIONS. F.W. "BEICH" BEICHLEY OPENED THE SAN FRANCISCO OFFICE ON JANUARY 15, 1971. FIELD SERVICES EXTENDED ITS COVERAGE TO INCLUDE SUPPORT TO THE PROFESSIONAL DIVISIONS AND ESTABLISHED MEMBERSHIP DEVELOPMENT ACTIVITIES. THE DIRECTORS OF FIELD SERVICES REPORTED TO THE EXECUTIVE DIRECTOR.

IN 1973, FIELD SERVICES WAS ASSIGNED TO THE MEMBERSHIP AND TECHNICAL AFFAIRS DEPARTMENT. AT THE 1974 WINTER ANNUAL MEETING, THE COUNCIL APPROVED THE ESTABLISHMENT OF FIELD OFFICES FOR REGIONS III & IV TO BE LOCATED IN THE WASHINGTON, DC AREA AND FOR REGIONS V & VI TO BE LOCATED IN CHICAGO, IL. EARL L. MADISON JR. OPENED THE WASHINGTON, DC OFFICE ON JUNE 1, 1975. THE CHICAGO FIELD OFFICE WAS OPENED ON OCTOBER 1, 1976 BY "TED" BELCHER.

DURING THE 1977 SAM, REGION I REQUESTED AND THE COMMITTEE ON REGIONAL AFFAIRS APPROVED THE ADDITION OF A FIELD DIRECTOR FOR REGION I. REGION I WAS ADDED TO REGIONS III AND IV IN THE EASTERN FIELD OFFICE. REGION VII SERVICES WAS TRANSFERRED FROM THE DALLAS OFFICE TO THE MIDWEST OFFICE. THE MIDWEST OFFICE WAS AUTHORIZED AN ASSISTANT FIELD SERVICE DIRECTOR.

THE 1978-YEAR MARKED THE BEGINNING OF A MAJOR CHANGE IN THE SOCIETY. COUNCIL AUTHORIZED A SPECIAL CONFERENCE TO ASSESS THE 1970 GOALS AND TO STUDY THE SOCIETY'S ORGANIZATION, MANAGEMENT AND OVERALL FUNCTIONING. THE CONVOCATION ON STRATEGIES AND STRUCTURE FOR CENTURY TWO WAS HELD ON AUGUST 26-27, 1978. FROM THE CONVOCATION, A STUDY WAS CONDUCTED WHICH RECOGNIZED FIELD SERVICES AS A MAJOR STRENGTH WITHIN ASME INTERNATIONAL AND RECOMMENDED ITS EXPANSION. THE FIELD SERVICES RECOMMENDATION WAS ASSIGNED TO THE COMMITTEE ON REGIONAL AFFAIRS TO DEVELOP AN OVERALL PLAN FOR FIELD SERVICE OPERATION. AT THE SAM IN 1979, DR. R A. KENYON WAS APPOINTED CHAIRMAN OF A SUBCOMMITTEE TO DEVELOP SUCH A PLAN. MEMBERSHIP ON THE SUBCOMMITTEE WAS INCREASED TO INCLUDE ADDITIONAL SOCIETY INTERESTS. THE BASIC SCENARIO FOR FIELD SERVICES WAS SUMMARIZED IN HIS MARCH 15, 1980, REPORT TO THE COMMITTEE ON REGIONAL AFFAIRS.

A FIFTH FIELD OFFICE WAS ESTABLISHED ON MAY 19, 1980 IN DANBURY, CONNECTICUT, FOR REGIONS I & II. IVONNE INGVARSSON NELSON WAS APPOINTED DIRECTOR.

AT SAM 1980, THE COMMITTEE ON REGIONAL AFFAIRS RECOMMENDED, AND CMA APPROVED, THE ESTABLISHMENT OF A FIELD SERVICES DIRECTORATE WITH THE MANAGING DIRECTOR REPORTING TO THE EXECUTIVE DIRECTOR. THE COUNCIL APPROVED. THE SUPPORT STAFF AND FUNCTIONS AT HEADQUARTERS SERVING THE REGIONS, SECTIONS, STUDENT SECTIONS AND ASSOCIATED UNITS WERE TRANSFERRED TO THE FIELD SERVICES.

JUNE 1981, CMA PROVIDED FOR STAFFING THE FIVE FIELD OFFICES WITH AN ASSOCIATE DIRECTOR IN ADDITION TO THE DIRECTOR. THE ASSOCIATE DIRECTOR WAS ASSIGNED RESPONSIBILITY FOR STUDENT PROGRAMS AND OTHER OPERATIONS OF THE OFFICE. THE ASSOCIATE DIRECTORS WERE ONBOARD BY FEBRUARY 1982. A THIRD ASSOCIATE DIRECTOR WAS AUTHORIZED FOR THE EASTERN, THE SOUTHERN, AND THE NORTHEAST FIELD OFFICES. THE THIRD ASSOCIATE DIRECTORS WERE LATER PHASED OUT IN 1985.

JUNE 1983, CMA APPROVED THE CONCEPT OF THE PHAROS PLAN AS AN ACTIVITY OF THE FIELD SERVICE DIRECTORATE.

JUNE 1993, THE ASSOCIATE MANAGING DIRECTOR, MEMBER AFFAIRS WAS ESTABLISHED AND THE GROUP DIRECTOR WAS HISTORY. THE FIELD OFFICES REPORTED TO THE ASSOCIATE MANAGING DIRECTOR.

1995 THE DIRECTOR OF REGIONAL OPERATIONS WAS ESTABLISHED.

APPENDIX C - INDUSTRY BREAKFAST/LUNCHEONS

ASME INTERNATIONAL, AS THE PRINCIPAL TECHNICAL SOCIETY FOR MECHANICAL ENGINEERS, IS COMMITTED TO ESTABLISHING AND MAINTAINING AN EFFECTIVE RELATIONSHIP WITH INDUSTRY [AT BOTH THE LOCAL AND SOCIETY LEVEL]. AN EFFECTIVE MECHANISM FOR ENHANCING THE RELATIONSHIP BETWEEN ASME INTERNATIONAL AND INDUSTRY AT THE LOCAL LEVEL IS THE INDUSTRY BREAKFAST OR LUNCHEON. THIS EVENT BOTH PROVIDES AN OPPORTUNITY FOR INDUSTRY REPRESENTATIVES TO SHARE THEIR EXPERIENCES AND INTERESTS, AND FOR ASME INTERNATIONAL TO PROVIDE INFORMATION ON SOCIETY GOALS, OBJECTIVES, PROGRAMS, AND SERVICES. BY ASSEMBLING SEVERAL INDUSTRY LEADERS, A MORE EFFECTIVE COMMUNICATION OF ASME INTERNATIONAL'S GOALS, OBJECTIVES, AND SERVICES CAN BE ACCOMPLISHED. EDUCATIONAL INSTITUTIONS SHOULD BE CONSIDERED A GOOD VENUE FOR THIS ACTIVITY.

THIS TYPE OF INDUSTRY VISIT WAS INITIATED IN REGION VI BY FIELD SERVICES DIRECTOR ART EBELING, AND FORMER VICE PRESIDENT, BILL HARTSAW, A NUMBER OF YEARS AGO. IT HAS SINCE BEEN EMPLOYED BY OTHER REGIONS AND HAS GAINED ACCEPTANCE AS AN EFFECTIVE TECHNIQUE FOR CONDUCTING INDUSTRY VISITS IN AREAS WHERE THERE IS A CONCENTRATION OF INDUSTRIES EMPLOYING MECHANICAL ENGINEERS. IN RECOGNITION OF BOTH THE IMPORTANCE OF ESTABLISHING GOOD RELATIONSHIPS WITH LOCAL INDUSTRY AND THE SUCCESS OF INDUSTRY BREAKFAST/LUNCHEONS, IT HAS NOW BEEN FUNDED AS A CMA ACTIVITY AT A LEVEL ALLOCATED BY THE RESOURCE ALLOCATION COMMITTEE. THESE FUNDS ARE SUFFICIENT TO SUPPORT AT LEAST TWO EVENTS IN EACH REGION DURING THE PROGRAM YEAR.

THE PURPOSE OF THIS APPENDIX IS TO COMMUNICATE SEVERAL POINTS TO REGIONAL LEADERS IN A UNIFORM MANNER. THESE INCLUDE:

1. PURPOSE OF INDUSTRY BREAKFAST/LUNCHEONS
2. ARRANGEMENTS AND RESPONSIBILITIES
3. OUTLINE OF INDUSTRY BREAKFAST/LUNCHEONS PROGRAM
4. FOLLOW-UP ACTIONS
5. FEEDBACK ACTIVITIES
6. RESOURCE MATERIALS

THIS INFORMATION SHOULD BE USED TO CONDUCT INDUSTRY BREAKFAST/LUNCHEONS. IT IS IMPORTANT TO CONSTANTLY IMPROVE THIS PROCESS BY FEEDBACK OF SUCCESSES, PROBLEMS AND NEW IDEAS.

PURPOSE OF INDUSTRY BREAKFAST/LUNCHEONS

1. ESTABLISH A RAPPORT BETWEEN THE INDUSTRY, EDUCATIONAL INSTITUTION, AND ASME INTERNATIONAL LOCAL UNITS.
2. INVOLVE INDUSTRY IN LOCAL ASME INTERNATIONAL ACTIVITIES THROUGH THE PROVISION OF SPEAKERS AND INDUSTRY TOURS.
3. PROMOTE THE EXCHANGE OF TECHNICAL, SCIENTIFIC AND ENGINEERING INFORMATION.
4. COMMUNICATE AVAILABLE ASME INTERNATIONAL SERVICES TO INDUSTRY.
5. ADVISE INDUSTRY OF ASME ACTIVITIES IN CODES AND STANDARDS, PUBLIC AFFAIRS, EDUCATION AND RESEARCH.

6. ADVISE INDUSTRY OF ASME MEETINGS AT THE LOCAL, REGIONAL AND SOCIETY LEVELS.
7. INFORM INDUSTRY ON AVAILABLE PROFESSIONAL DEVELOPMENT PROGRAMS.
8. SOLICIT INPUT FROM INDUSTRY ON SERVICES THAT ASME COULD PROVIDE THEM.
9. EXPRESS APPRECIATION TO INDUSTRY FOR THEIR CONTINUED SUPPORT TO ASME AND THEIR MECHANICAL ENGINEERING EMPLOYEES.
10. CREATE AN OPPORTUNITY FOR INDUSTRY LEADERS TO SHARE EXPERIENCE, INTEREST, CONCERNS AND KNOWLEDGE.
11. ENHANCE INDUSTRY SUPPORT TO EMPLOYEE PARTICIPATION IN TECHNICAL SOCIETIES.

ARRANGEMENTS AND RESPONSIBILITIES

ARRANGEMENTS FOR AN INDUSTRY BREAKFAST/LUNCHEON WILL VARY DEPENDING ON THE LOCAL SITUATION. IN SOME INSTANCES, BREAKFAST WOULD BE MORE SUCCESSFUL, WHILE OTHERS WOULD FAVOR A LUNCHEON. KEY FACTORS ARE THE TYPE OF INDUSTRIES INVOLVED, DISTANCES TO BE TRAVELED, TRAFFIC PROBLEMS, RELATIVE LOCATION OF RESIDENCES AND INDUSTRY AND AVAILABILITY OF ADEQUATE MEETING FACILITIES. CONSIDERATION SHOULD BE GIVEN TO CONVENIENCE OF ATTENDEES WHEN PLANNING THE TIME. THE FOLLOWING ACTIONS WITH THE INDICATED RESPONSIBILITY SHOULD BE TAKEN.

PLANNING

1. THE [LOCAL] SECTION LEADERSHIP SHOULD CONTACT THE REGIONAL VICE PRESIDENT AND THE DIRECTOR TO ESTABLISH AN ACCEPTABLE DATE AND TIME. EVERY EFFORT SHOULD BE MADE TO AVOID CONFLICT WITH MAJOR CIVIC CLUB MEETING TIMES.
2. SECTION LEADERSHIP (CHAIR, VICE CHAIR, OR INDUSTRY RELATIONS CHAIR) SUBMITS TO THE REGIONAL VICE PRESIDENT AND DIRECTOR NAMES OF COMPANIES AND THE NAME AND ADDRESS OF A HIGH-LEVEL PERSON WITHIN THE COMPANY TO BE INVITED. EVERY EFFORT SHOULD BE MADE TO IDENTIFY A HIGH-LEVEL EXECUTIVE WHO HAS RESPONSIBILITY FOR THE ENGINEERING FUNCTION. ALSO INVITE THE DEAN AND/OR MECHANICAL ENGINEERING DEPARTMENT HEAD, STUDENT SECTION ADVISOR, AND STUDENT SECTION CHAIR FROM LOCAL EDUCATIONAL INSTITUTIONS.
3. THE FIELD SERVICES DIRECTOR WILL SUPPLY THE REGIONAL VICE PRESIDENT AND SECTION LEADERSHIP WITH THE APPROXIMATE NUMBER OF ASME MEMBERS IN EACH COMPANY SELECTED AND IDENTIFY WHO IS ACTIVE IN WHAT ASME ACTIVITY.
4. WORKING WITH THE REGIONAL VICE PRESIDENT AND DIRECTOR, THE LOCAL SECTION LEADERSHIP ESTABLISHES A LOCATION, TIME AND DATE FOR THE EVENT. THE LOCATION SHOULD BE ONE WITH A SIGNIFICANT CONCENTRATION OF INDUSTRY WHERE A NUMBER OF MECHANICAL ENGINEERS ARE EMPLOYED. BREAKFAST SHOULD BE SCHEDULED FROM 7:00 AM TO 9:00 AM AND LUNCHEONS FROM 11:30 AM TO 1:30 PM.
5. THE LOCAL SECTION SELECTS THE LOCATION AND MAKES ALL ARRANGEMENTS FOR THE EVENT. THE LOCATION SHOULD BE CONVENIENT, OFFER A GOOD MEAL AND PROVIDE A NEUTRAL TURF. SPECIFICS ON THE ARRANGEMENTS, INCLUDING MENU AND COSTS ARE TO BE PROVIDED TO THE REGIONAL VICE PRESIDENT AND THE DIRECTOR.

6. LOCAL SECTION LEADERSHIP SHOULD MAKE INITIAL CONTACT BY PHONE TO CONFIRM THE APPROPRIATENESS OF SELECTED INVITEES.
7. THE REGIONAL VICE PRESIDENT SENDS LETTERS OF INVITATION TO THE SELECTED INDUSTRY LEADERS (SEE ATTACHMENT 1). EXPERIENCE SUGGESTS THAT APPROXIMATELY 50% OF THOSE INVITED WILL ATTEND.
8. LOCAL SECTION LEADERSHIP SHOULD FOLLOW-UP WITH A PHONE CALL TO THE INVITED INDUSTRY LEADERS TO CONFIRM THEIR RECEIPT OF THE INVITATION AND ENCOURAGE THEIR ATTENDANCE.
9. LOCAL SECTION LEADERSHIP SHOULD WORK CLOSELY WITH THE FACILITY TO ASSURE THAT THE ARRANGEMENTS ARE CORRECT AND THAT ANY PROBLEMS WHICH DEVELOP ARE RESOLVED.
10. A CONFIRMATION CONFERENCE CALL BETWEEN THE LOCAL SECTION, REGIONAL VICE PRESIDENT AND THE DIRECTOR SHOULD BE MADE ONE WEEK PRIOR TO THE EVENT TO RESOLVE ANY OUTSTANDING ISSUES AND CONFIRM THE MEETING AGENDA.
11. THE FIELD SERVICES DIRECTOR WILL PROVIDE RESOURCE PACKETS FOR EACH INDUSTRY ATTENDEE.

PROGRAM OUTLINE

IT IS IMPORTANT THAT THE PROGRAM BEGIN AND END ON TIME. IT MUST BE RECOGNIZED THAT SOME ATTENDEES WILL HAVE TO LEAVE EARLY, AND IT IS THEREFORE IMPORTANT TO PROVIDE TANGIBLE MATERIAL FOR THOSE WHO LEAVE EARLY. IT IS ALSO IMPORTANT TO PROVIDE AN INDICATION OF THE AGENDA EARLY IN THE PROGRAM. A SUGGESTED PROGRAM AGENDA IS PROVIDED IN ATTACHMENT 3.

1. THE LOCAL SECTION LEADERSHIP ACTS AS THE HOST AND ASSURES THAT THE MEAL SERVICE AND THE PROGRAM COMMENCE ON TIME.
2. AFTER TAKING THEIR SEATS AROUND THE TABLE (A U OR SQUARE TABLE ARRANGEMENT SERVES TO HAVE EVERYONE FACE EACH OTHER), THE LOCAL SECTION LEADERSHIP INTRODUCES ALL GUESTS AND ASME LEADERSHIP. FOLLOWING THE INTRODUCTIONS, THE HOST CAN BRIEFLY PROVIDE A FEW FACTS ABOUT THE HOST SECTION.
3. BEFORE THE MEAL IS SERVED OR AS IT IS BEING SERVED, THE REGIONAL VICE PRESIDENT SHOULD BRIEFLY COVER THE AGENDA, STATING THE PURPOSE (SEE ATTACHMENT 4), THE FACT THAT THE MEETING WILL END PROMPTLY AT THE APPOINTED TIME, THE REQUESTED FEEDBACK FORM TO BE COMPLETED BY ATTENDEES (SEE ATTACHMENT 5), AND THAT A PACKAGE OF MATERIAL IS AVAILABLE FOR EACH ATTENDEE. ENCOURAGE QUESTIONS BUT SUGGEST THEY BE HELD UNTIL AFTER THE MEAL AND THE ASME PRESENTATION.
4. AFTER THE MEAL, THE REGIONAL VICE PRESIDENT SHOULD PRESENT AN OVERVIEW OF ASME COVERING BRIEFLY SPECIFIC AREAS INCLUDED IN ATTACHMENT 6.
5. FOLLOWING THE OVERVIEW OF ASME, THE FIELD SERVICES DIRECTOR SHOULD FOLLOW IMMEDIATELY GIVING AN INDUSTRY VISIT TALK COVERING THE SERVICES AVAILABLE FROM ASME TO INDUSTRY. THIS IS AN APPROPRIATE TIME TO DISTRIBUTE THE INFORMATION PACKAGES, BUT THE FIELD SERVICES DIRECTOR SHOULD PROVIDE A WALK THROUGH OF ITEMS IN THE PACKAGE TO AVOID ATTENDEES FOCUSING ON THE

DIFFERENT AND SEPARATE ITEMS. THE PACKAGE SHOULD INCLUDE THOSE ITEMS LISTED IN ATTACHMENT 2.

6. FOLLOWING THE PRESENTATION OF AN ASME OVERVIEW AND AVAILABLE SERVICES, THE FLOOR SHOULD BE OPENED FOR DISCUSSION AND QUESTIONS BY THE ATTENDEES. NORMALLY THERE WILL BE ONE OR TWO VOCAL ATTENDEES WHO WILL INITIATE THE DISCUSSION. THE REGIONAL VICE PRESIDENT SHOULD ASSUME THE CHAIR ROLE AND STEER THE DISCUSSION TO KEEP ONE OR TWO FROM MONOPOLIZING THE TIME AND TO ASSURE THAT ALL PARTICIPATE. THE VICE PRESIDENT MAY NEED TO ASK OTHERS IF THEY SHARE THE OPINION STATED OR IF IT APPLIES TO THEIR FIRMS' EXPERIENCE TO DRAW THEM INTO THE DISCUSSION. DURING THE DISCUSSION, IT IS IMPORTANT THAT THE NOTES TAKEN SO THAT ISSUES CAN BE WORKED ON LATER. HOPEFULLY, THERE WILL BE NUMEROUS QUESTIONS WHICH WILL ALLOW THE ASME REPRESENTATIVES TO FURTHER EXPAND UPON THE ROLE AND IMPORTANCE OF ASME MEMBERSHIP FOR PRACTICING MECHANICAL ENGINEERS. QUESTIONS WHICH CANNOT BE ANSWERED SHOULD BE TAKEN TO BE WORKED ON AFTER THE MEETING.
7. AS THE TIME APPROACHES THE APPOINTED ADJOURNMENT TIME, THE FIELD SERVICES DIRECTOR SHOULD ENCOURAGE THE ATTENDEES TO COMPLETE THE FEEDBACK FORM. THE REGIONAL VICE PRESIDENT SHOULD CONCLUDE THE DISCUSSION BY THANKING THE REPRESENTED INDUSTRIES FOR THEIR SUPPORT TO ASME AND AGAIN ACKNOWLEDGING THE RESOURCE CONTACTS PROVIDED IN THE INFORMATION PACKAGE. THE LOCAL SECTION HOST SHOULD ADJOURN THE MEETING BY AGAIN THANKING ALL FOR ATTENDING AND OFFERING TO ANSWER ADDITIONAL QUESTIONS OF THOSE WHO WISH TO REMAIN AFTER THE MEETING IS ADJOURNED.
8. IT IS IMPORTANT THAT THE ATTENDEES ARE PROPERLY IDENTIFIED SINCE SOME WILL BE SUBSTITUTING FOR THE ORIGINAL INVITEES. ALTHOUGH THEY ARE SUBSTITUTING, THEY ARE NONETHELESS IMPORTANT SINCE THEY PROBABLY HAVE POSITIONS OF RESPONSIBILITY IN THE COMPANIES THEY REPRESENT AND THEY ALSO HAVE THEIR SUPERIOR'S ATTENTION. A ROSTER TAKEN TO LOG THE ACTUAL ATTENDEES IS [PROBABLY] A GOOD IDEA.

MEETING FOLLOW-UP

1. A THANK YOU LETTER SIGNED BY THE REGIONAL VICE PRESIDENT SHOULD BE SENT TO EACH ATTENDEE WITHIN A MONTH AFTER THE MEETING. THE LETTER SHOULD ACCOMPANY A PACKAGE OF THE MATERIAL IDENTIFIED BY THE ATTENDEES ON THE FEEDBACK FORM COMPLETED AFTER THE MEETING. THE PACKAGE SHOULD INCLUDE A ROSTER LISTING NAME, COMPANY, AND PHONE NUMBER OF ALL ATTENDEES AT THE EVENT.
2. THE LOCAL SECTION LEADERS SHOULD PHONE THE ATTENDEES SHORTLY AFTER THE MATERIAL HAS BEEN SENT TO OFFER FURTHER ASSISTANCE AND TO EXPRESS APPRECIATION FOR THE ATTENDEE'S PARTICIPATION.
3. INDUSTRY BREAKFAST/LUNCHEONS MAY RESULT IN IDENTIFICATION OF POTENTIAL SPEAKERS OR PLANT TOURS FOR LOCAL SECTIONS. FOLLOW-UP ON THESE OPPORTUNITIES WILL SERVE NOT ONLY AS EFFECTIVE PROGRAMS BUT ALSO TO STRENGTHEN ASME INDUSTRY RELATIONS.
4. THE HOST SECTION SHOULD CONSIDER THE ATTENDING COMPANIES FOR INDUSTRY RECOGNITION AWARDS.

FEEDBACK

EACH INDUSTRY BREAKFAST/LUNCHEON WILL PRODUCE NEW INFORMATION ON HOW INDUSTRY PERCEIVES ASME, WHAT NEEDS INDUSTRY HAS THAT ASME MIGHT FILL, WHAT ASME PROGRAMS ARE EFFECTIVE, ETC. EXAMPLES OF RESPONSES INDICATE:

1. EXCELLENT DIALOGUE BETWEEN INDUSTRY, EDUCATION AND SOCIETY.
2. THESE MEETINGS ARE INFORMATIVE AND ESTABLISH THAT [LOCAL] ASME CONTACT EXISTS.
3. INDUSTRY WOULD LIKE TO GET INVOLVED IF ASME MET THEIR NEEDS.
4. THERE ARE MANY POSITIVE BENEFITS; E.G., SUPPORT FOR REGIONAL CONFERENCES, CODES AND STANDARDS, SHORT COURSES AND CONTINUING EDUCATION, COMMITTEE MEMBERS, SOCIETY MEETINGS, AND PLANT TOURS.

IT IS IMPORTANT THAT NEW INFORMATION DEVELOPED IS SHARED THROUGHOUT ASME SO THAT PROBLEMS IDENTIFIED CAN BE PROPERLY WORKED AND THAT POSITIVE BENEFITS CAN BE SHARED. THE APPROPRIATE MECHANISM FOR SHARING IS THROUGH THE REGIONAL VICE PRESIDENTS AND FIELD SERVICES DIRECTORS.

ATTACHMENT C1

SAMPLE LETTER OF INVITATION

JANUARY 1, 2003

MR. JOHN SMITH
VICE PRESIDENT OF OPERATIONS
WIDGIT COMPANY
11 MAIDEN LANE
NEW YORK, NY 10016

DEAR MR. SMITH:

THE CALUMET SECTION OF THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS CORDIALLY INVITES YOU TO ATTEND A BREAKFAST MEETING ON THURSDAY, FEBRUARY 29, 2003. THE TOPICS FOR DISCUSSION ARE THE ADVANCES IN FUEL CELL SYSTEMS AND TECHNOLOGY AND THE IMPACT ON LOCAL INDUSTRY.

THE OBJECTIVES OF THIS PROGRAM ARE TO:

- A) INFORM ATTENDEES ABOUT ADVANCES IN THE FIELD OF FUEL CELL SYSTEMS AND COMPONENTS FOR STATIONARY, MOBILE AND PORTABLE POWER GENERATION APPLICATIONS.
- B) STIMULATE MORE INDUSTRY DISCUSSION AND RESEARCH IN THIS EMERGING FIELD.
- C) DISCUSS THE IMPACT THIS RESEARCH HAS ON COMPANIES SUCH AS YOURS.
- D) DEMONSTRATE HOW ASME'S RESOURCES, WHICH INCLUDE CODES AND STANDARDS, CONFERENCES AND EVENTS, EDUCATION AND TRAINING CAN HELP YOUR COMPANY IN MEETING THE CHALLENGES ASSOCIATED WITH THESE EMERGING TECHNOLOGIES.

COMPANIES THAT ARE INVITED ARE ALLIED-SIGNAL AEROSPACE, COMPUTER PRODUCTS, INC., DAYTON GRANGER, INC., FLORIDA POWER AND LIGHT, GOULD, INC., HARRIS CORPORATION, MODCOMP MOTOROLA, INC., PARKSON CORP., SOUTHERN BELL, WEBRON CORP., AND WESTINGHOUSE CORP.

THE MEETING WILL BE HELD AT THE OMNI HOTEL, 555 NW 62ND STREET (NW CORNER OF RT. 95 AND CYPRESS CREEK ROAD), FROM 7:00 – 9:00 AM IN THE GRAND BALLROOM.

WE LOOK FORWARD TO YOUR PARTICIPATION IN THIS EVENT. I WILL CALL YOU BY JANUARY 9TH TO CONFIRM YOUR ATTENDANCE. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL ME AT (732) 599-9999.

SINCERELY

JOHN DOE
CHAIR
ASME CALUMET SECTION

ATTACHMENT C2

RESOURCES

1. PUBLICATION CATALOGUE
2. ANNUAL REPORT
3. ASME CALENDAR OF EVENTS
4. ASME AT A GLANCE
5. MEMBERSHIP APPLICATION
6. CONGRESSIONAL FELLOW PROGRAM PAMPHLET
7. TECHNICAL DIVISION NEWSLETTER
8. IMECE FINAL PROGRAM
9. MECHANICAL ENGINEERING MAGAZINE/ASME NEWS
10. PROFESSIONAL DEVELOPMENT COURSE PAMPHLET
11. CENTER FOR RESEARCH AND TECHNOLOGY DEVELOPMENT PAMPHLET
12. LISTING OF SECTION/REGION CONTACTS
13. MM-2, "ASME ORGANIZATION/ACTIVITIES"
14. MEMBER BENEFITS AND SERVICES BROCHURE
15. VIDEOS FROM THE ASME LIBRARY
16. ASME WEB PAGE
17. ASME SATELLITE PROGRAMS ON VIDEOTAPE
18. ASME FOR A LIFETIME
19. ENGINEERING IN ACTION
20. FACTS ABOUT ASME
21. PUBLIC POLICY AGENDA
22. GOVERNMENT RELATIONS HIGHLIGHTS
23. TECHNICAL DIVISION NEWSLETTERS

ATTACHMENT C3

[REGION]{ _____ SECTION ASME}

[ASME/INDUSTRY LUNCHEON

LOCATION

DATE

AGENDA

12:00 PM	WELCOME AND INTRODUCTIONS	CHAIR, INDUSTRY RELATIONS
12:10 PM	PURPOSE OF MEETING	REGIONAL VICE PRESIDENT
12:15 PM	LUNCH (DURING LUNCH GUESTS ARE ASKED TO SUGGEST TOPICS THEY WOULD LIKE TO HEAR DISCUSSED)	
12:45 PM	ASME OVERVIEW	REGIONAL VICE PRESIDENT
1:00 PM	ASME PROGRAMS	FIELD SERVICES DIRECTOR
1:15 PM	OPEN DISCUSSION	ALL
1:30 PM	ADJOURNMENT	

ATTACHMENT C4

NOTES USED TO DISCUSS PURPOSE OF MEETING

1. TO THANK YOU FOR YOUR SUPPORT TO THE SOCIETY, TO THE LOCAL SECTION, AND TO INDIVIDUAL MEMBERS (EMPLOYEES).
2. TO SUPPLY INFORMATION ON SOCIETY PROGRAMS, PRODUCTS, AND SERVICES AVAILABLE TO COMPANIES.
3. TO SOLICIT INPUT FROM YOU ON NEEDS YOUR COMPANY HAS WHICH COULD BE SUPPLIED BY ASME.
4. TO OBTAIN OPINIONS ABOUT WHAT ASME IS NOT DOING THAT IT SHOULD BE OR IS DOING BUT NEEDS CHANGE OR IMPROVEMENT.
5. TO OBTAIN INFORMATION ON THE ASME PRODUCTS OR SERVICES AVAILABLE TO YOUR COMPANY. (HIGHLIGHT THOSE SERVICES THEY ARE ALREADY USING)
6. TO SUPPLY INFORMATION ON THE LOCAL SECTION AND REGION, PARTICULARLY THE BOUNDARIES, MEMBERSHIP, AND ACTIVITIES.
7. TO OBTAIN INFORMATION ON COMPANY POLICY REGARDING SUPPORT FOR EMPLOYEES ENGAGED IN PROFESSIONAL ACTIVITIES.

DURING BREAKFAST, WE WOULD LIKE FOR YOU TO IDENTIFY TOPICS YOU WOULD LIKE DISCUSSED.

ATTACHMENT C5

NAME: _____

TITLE: _____

COMPANY: _____

PHONE NUMBER: _____ { E-MAIL, _____ @ _____

1. PLEASE INDICATE YOUR DEGREE OF FAMILIARITY WITH THE FOLLOWING ASME ACTIVITIES BEFORE THIS MEETING.
- | | <u>VERY</u> | <u>SOMEWHAT</u> | <u>NOT</u> |
|---|-------------|-----------------|------------|
| A) CODES AND STANDARDS..... | _____ | _____ | _____ |
| B) TECHNICAL DIVISIONS..... | _____ | _____ | _____ |
| C) EDUCATION - ACCREDITATION..... | _____ | _____ | _____ |
| D) EDUCATION - PROFESSIONAL DEVELOPMENT..... | _____ | _____ | _____ |
| E) PUBLIC INFORMATION - GOVERNMENT RELATIONS..... | _____ | _____ | _____ |
| F) MEMBER AFFAIRS - [LOCAL] SECTIONS..... | _____ | _____ | _____ |
| G) MEMBER AFFAIRS - STUDENT SECTIONS..... | _____ | _____ | _____ |
| H) RESEARCH..... | _____ | _____ | _____ |
| I) INTERNATIONAL AFFAIRS..... | _____ | _____ | _____ |
| J) DIVERSITY AND OUTREACH..... | _____ | _____ | _____ |

2. DOES YOUR COMPANY :
- | | <u>ALL</u> | <u>SOME</u> | <u>NONE</u> |
|---|------------|-------------|-------------|
| A) REIMBURSE EMPLOYEES FOR PROFESSIONAL SOCIETY DUES..... | _____ | _____ | _____ |
| B) REIMBURSEMENT FOR EXPENSES AT: | | | |
| {THE ASME}{SOCIETY} MEETINGS/CONFERENCES..... | _____ | _____ | _____ |
| REGIONAL MEETINGS..... | _____ | _____ | _____ |
| [LOCAL]{SECTION} MEETINGS..... | _____ | _____ | _____ |

3. DOES YOUR COMPANY :
- | | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| A) ENCOURAGE PROFESSIONAL SOCIETY PARTICIPATION..... | _____ | _____ |
| B) PROVIDE TIME/SUPPORT FOR SOCIETY LEADER..... | _____ | _____ |
| C) ENCOURAGE CONTINUING EDUCATION..... | _____ | _____ |
| { D) ENCOURAGE PROFESSIONAL REGISTRATION..... | _____ | _____ |
| } | | |

4. HOW MANY MECHANICAL ENGINEERS {ARE }AT YOUR COMPANY LOCATION? _____

5. PLEASE LIST ANY OTHER SOCIETIES WHICH FOCUS ON YOUR NEEDS AND INTERESTS. _____

6. PLEASE CHECK THOSE ASME PROGRAMS ON WHICH YOU WOULD LIKE MORE INFORMATION.
- | | |
|---|-------|
| A) CODES AND STANDARDS..... | _____ |
| B) {1.THE ASME }PROFESSIONAL DEVELOPMENT COURSES..... | _____ |
| { 2.)EDUCATION FOR A LIFE TIME, | |
| 3.)SECTIONAL LEADERSHIP DEVELOPMENT SEMINARS | |
| 4.) | |
| [C)]IN-HOUSE COURSES{ AND SEMINARS}..... | _____ |
| D) RESEARCH PROGRAMS..... | _____ |
| E) PUBLIC INFORMATION - GOVERNMENT RELATIONS..... | _____ |
| F) OTHER (PLEASE SPECIFY)..... | _____ |

7. HOW CAN THIS PROGRAM BE IMPROVED TO BETTER MEET YOUR NEEDS?

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ATTACHMENT C6

NOTES USED TO DISCUSS OVERVIEW OF ASME

THE FOLLOWING AREAS SHOULD BE BRIEFLY COVERED IN THE OVERVIEW:
(NUMBERS GIVEN TO REFLECT SIZE, AND INDICATIVE OF ACTIVITY LEVEL OF 20XX)

1. SOCIETY BACKGROUND - NONPROFIT EDUCATIONAL AND TECHNICAL SOCIETY ORGANIZED IN 1880.
2. ORGANIZATION
 - A. GOVERNANCE (BOARD OF GOVERNORS & OFFICERS)
 - B. FIVE COUNCILS (CMA, COE, COED, C&S, CPA)
 - C. INSTITUTES (GAS TURBINE, GEAR, MINING, ETC.)
 - D. OFFICES (NEW YORK OFFICE, 5 FIELD OFFICES, IGTI, PETROLEUM DIVISION, GEAR RESEARCH, GOVERNMENT AFFAIRS, NEW JERSEY OFFICE)
 - E. STAFF (400)
 - F. MEMBERSHIP 125,000, INCLUDING 25,000 STUDENTS
 - G. BENEFITS OF MEMBERSHIP
3. ACTIVITIES
 - A. TECHNICAL DIVISIONS 39
 - B. 220 SECTIONS, SUBSECTIONS, AND LOCAL GROUPS
 - C. 461 STUDENT SECTIONS
 - D. MANUFACTURING SCIENCE & TECHNOLOGY PROGRAM
 - E. CENTER FOR TECHNICAL ECONOMICS
 - F. RESEARCH AND TECHNOLOGY DEVELOPMENT
 - G. INDUSTRY ADVISORY BOARD
 - H. PROFESSIONAL DEVELOPMENT
 - I. 1303 HONORS & AWARDS
 - J. INSTITUTES (IGT, GR, M&ER, ETC.)
4. PUBLICATIONS
 - A. ONE OF THE LARGEST TECHNICAL PUBLISHING HOUSES IN THE WORLD.
 1. MECHANICAL ENGINEERING MAGAZINE MONTHLY
 2. 18 QUARTERLY TRANSACTION JOURNALS
 3. 653 CODES AND STANDARDS
 4. 202 SYMPOSIUM PROCEEDINGS
 5. 873 TECHNICAL PAPERS
 6. SECTIONS SEND ANNUALLY ABOUT 800,000 COPIES OF THEIR NEWSLETTERS

APPENDIX D – Unit Activity Report

[UNIT ACTIVITY REPORT](#) (AVAILABLE ONLINE ONLY)

REGIONAL VICE PRESIDENTS/FIELD SERVICES DIRECTORS REPORT

[HTTP://WWW.ASME.ORG/LEADERSHIPTOOLBOX/DIRVRPTINSTRUCTIONS.HTML](http://www.asme.org/leadershiptoolbox/dirvrptinstructions.html)

APPENDIX E - VICE PRESIDENT/FIELD SERVICES DIRECTOR REPORT

INSTRUCTIONS/CLARIFICATIONS

1. "SENIOR UNITS" INCLUDE SECTIONS, SUBSECTIONS AND LOCAL GROUPS.
2. "MEMBERS OR <40 OR FIRST-TIME MEMBERS" IS MEANT TO COLLECT INFORMATION ON YOUNGER MEMBERS OR NEW MEMBERS PARTICIPATING ON THE REGIONAL OPERATING BOARD.
3. "STUDENT UNITS" INCLUDE STUDENT SECTIONS". "GRADUATE STUDENT MEMBERS" ARE A SUBSET OF STUDENT SECTIONS.
4. "STUDENT UNITS VISITED" INCLUDE STUDENT SECTIONS, AND GENERAL UNIVERSITY VISITS (DEPARTMENT HEADS, DEANS, PRESIDENTS, CHANCELLORS, ETC.).
5. "INDUSTRY VISITS" INCLUDE THE NUMBER OF COMPANIES AND UNIVERSITIES REPRESENTED AT AN INDUSTRY BREAKFAST/LUNCH.
6. "PROMOTIONAL VISITS" INCLUDE ASME PRESENTATION/PARTICIPATION AT K-12 SCHOOLS, PTA, CHAMBER OF COMMERCE, ETC.
7. "CHANGES IN TOTAL NUMBER OF REGION MEMBERSHIP" MEANS THE DIFFERENCE IN THE PLUS OR MINUS NUMBER OF MEMBERS FROM PREVIOUS YEAR TO THE CURRENT YEAR FOR THIS REPORT, {I.E., FROM 7/1/199X TO 6/30/199(X+1)}.
8. "CHANGES IN TOTAL NUMBER OF STUDENT MEMBERSHIP" - SEE ITEM 7 ABOVE.
9. "REPRESENTED ASME AT OTHER MEETINGS" MEANS ASME MEETINGS OTHER THAN REQUIRED REGIONAL AND CMA ASME MEETINGS, CONFERENCES OR EVENTS.
10. THIS REPORT SERVES AS A MEANS TO COMPARE THE RELATIVE ACTIVITY OF REGIONS AND AS A WAY FOR YOU TO ASSESS YOUR OWN PERFORMANCE. IT ALLOWS VICE PRESIDENTS AND FIELD SERVICES DIRECTORS TO COMPARE THEIR PROGRAMS WITH THOSE OF OTHER REGIONS. **PLEASE SUBMIT THIS REPORT TO YOUR FIELD OFFICE BY JUNE 15TH**

APPENDIX F – *Regional Committee Oversight and Administrative Responsibilities*

1. ORGANIZATION

THE ASME ORGANIZATION PROVIDES FOR SOCIETY, REGION AND SECTION COMMITTEES LINKED SO AS TO PROMOTE OPERATIONS AND DISSEMINATION OF INFORMATION. IN ADDITION, THE STRUCTURE PROVIDES A CONDUIT FOR NEW IDEAS FROM THE MEMBERS AND OTHERS INTERESTED IN ASME. THE LINKS ARE CONNECTIONS THROUGH THE COMMITTEE CHAIRS EACH HAVING PARALLEL RESPONSIBILITIES. THE CHAIR OF A COMMITTEE IS NORMALLY A UNIT'S REPRESENTATIVE AND A MEMBER OF THE UNIT HAVING OVERSIGHT AND ADMINISTRATIVE RESPONSIBILITIES. THESE LINKS ARE NOT LIMITED TO THE COUNCIL ON MEMBER AFFAIRS STRUCTURE AS ALL COUNCILS PARTICIPATE FOR THE RESPONSIBILITIES ASSIGNED.

2. STRUCTURE

UNIFORM COMMITTEE STRUCTURE IS ENCOURAGED TO PROMOTE BETTER COMMUNICATIONS AND KNOWLEDGE OF THE GOALS AND ACTIVITIES. IN ADDITION TO THE SUGGESTED COMMITTEES, THE VICE PRESIDENT MAY ESTABLISH ADDITIONAL COMMITTEES AS NEEDED TO CARRY OUT THE UNIT'S ACTIVITIES. IN ORDER TO AVOID CONFUSION BETWEEN LIKE-NAMED COMMITTEES, THE SOCIETY, REGION AND SECTION SHOULD BE USED AS A PREFIX WHENEVER REFERENCE IS MADE TO THOSE COMMITTEES, E.G., "SECTION NOMINATING COMMITTEE", "THE SOCIETY NOMINATING COMMITTEE", ETC. REFERENCE HEREIN TO A COMMITTEE WITHOUT A PREFIX ASSUMES THE REGIONAL COMMITTEE.

3. REGIONAL COMMITTEE

THE COMMITTEE IS NORMALLY ORGANIZED TO ASSIST AND CONDUCT ONE OR MORE OF THE UNIT'S ACTIVITIES. PLANNING AND CONDUCTING A COMMITTEE'S ONGOING PROGRAM AND NEW TASKS REQUIRES TALENT AND EXPERIENCE. EXPERIENCE IS NORMALLY GAINED THROUGH SERVICE ON A COMMITTEE, BECOMING THE CHAIR AND BEING THE REPRESENTATIVE TO THE OVERSIGHT UNIT. TALENT, IN ADDITION TO THE EMPLOYMENT EXPERIENCES, IS FURTHER DEVELOPED DOING THE WORK OF THE COMMITTEE AND DEVELOPMENT THROUGH THE MANY AND VARIED LEADERSHIP TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES. ASME HAS ESTABLISHED THE COMMITTEES FOR THE PURPOSE OF OVERSIGHT AND ADMINISTRATIVE COORDINATION OF THE ASME MEMBERSHIP, TO RECOMMEND MODIFICATIONS TO AND NEW POLICIES AND PROCEDURES. THE COMMITTEE DEVELOPS AND PRESENTS PROGRAMS, MATERIALS, AND ACTIVITIES CONDUCIVE TO EFFECTIVE GROWTH OF THE MEMBER AND THE SOCIETY.

4. CHAIR, REGIONAL COMMITTEE

THE CHAIR IS ENTRUSTED TO ORGANIZE THE COMMITTEE AND EXECUTE THE ASSIGNMENTS AIDED FREQUENTLY AND AS NEEDED BY A SPECIAL OR OTHER COMMITTEE AND THE CHAIR. THE COMMITTEE CHAIR SHOULD IDENTIFY AND ESTABLISH CONTACT WITH THE COMMITTEES AND THE CHAIRS HAVING PARALLEL RESPONSIBILITIES. THE CHAIR IS ACCOUNTABLE TO THE COMMITTEE, TO THE UNIT'S OFFICERS AND TO THE COMMITTEE HAVING OVERSIGHT AND ADMINISTRATIVE RESPONSIBILITIES. EACH CHAIR REPRESENTS THE UNIT AT THE SOCIETY MEETINGS.

THE FOLLOWING POSITION PROFILES ARE MEANT TO BE A STARTING TEMPLATE. THE REGIONAL VICE PRESIDENT IS ENCOURAGED TO MODIFY THESE PROFILES ACCORDING TO REGIONAL NEEDS. STATED GOALS FOR EACH POSITION ARE DEPENDENT ON THE REGIONAL GOALS & OBJECTIVES, AS DEFINED BY THE VICE PRESIDENT. THESE SHOULD BE SPECIFIC, MEASURABLE, AND SUPPORT THE OVERALL REGION. THE VICE PRESIDENT IS ADVISED TO LINK CMA STRATEGIC OBJECTIVES WITH THE REGIONAL LEADERS PROFILES.

F1 - REGIONAL SECRETARY

DUTIES

THE REGIONAL SECRETARY IS APPOINTED BY THE VICE PRESIDENT AND SERVES A TERM OF THREE YEARS, OR PART THEREOF, CORRESPONDING TO THE TERM OF THE VICE PRESIDENT MAKING THE APPOINTMENT.

NORMAL DUTIES OF THE REGIONAL SECRETARY ARE TO ASSIST IN THE PLANNING AND IMPLEMENTATION OF THE REGIONAL ADMINISTRATIVE CONFERENCE AND TO SERVE AS RECORDING SECRETARY AT THOSE MEETINGS. SPECIFIC DUTIES OF THE SECRETARY INCLUDE:

- A. MAINTENANCE OF REGIONAL CORRESPONDENCE FILES.
- B. ASSIST HOST SECTIONS WITH ARRANGEMENTS FOR THE REGIONAL MEETINGS.
- C. RECORD AND DISTRIBUTE MINUTES OF THE REGIONAL MEETINGS.
- D. ASSIST THE FIELD SERVICES DIRECTOR IN ASSEMBLING NAMES, ADDRESSES, ETC., OF SECTION AND FIELD OFFICES AND COMMITTEE MEMBERS.
- E. EXECUTE SPECIAL RELATED ASSIGNMENTS AS DIRECTED BY THE VICE PRESIDENT.
- F. ASSURE AN ORDERLY TRANSFER OF RECORDS UPON COMPLETION OF TERM IN OFFICE.

FUNCTIONS

THE REGIONAL SECRETARY MUST BE FAMILIAR WITH THE DUTIES OF THE VICE PRESIDENT, AND PERFORMS THE DUTIES OF THAT OFFICE WHEN THE VICE PRESIDENT IS ABSENT OR TEMPORARILY INCAPACITATED. IN CASE OF DISABILITY, OR IF FOR ANY REASON THE VICE PRESIDENT CANNOT COMPLETE THE TERM OF OFFICE, THE REGIONAL SECRETARY SERVES IN THAT CAPACITY UNTIL A NEW VICE PRESIDENT HAS BEEN ELECTED OR APPOINTED.

PROCEDURES

SPECIFIC TO REGION

GOALS

SPECIFIC TO REGION

RESOURCES

ASME STAFF AT THE FIELD OFFICE ARE THE PRINCIPAL RESOURCE FOR THE REGIONAL SECRETARY. REFER TO THE APPENDIX ON THE ROLE AND RESOURCES AT THE FIELD OFFICE.

F2 - REGIONAL REPRESENTATIVE ON THE NOMINATING COMMITTEE

DUTIES

AN IMPORTANT FUNCTION OF THE RAC IS TO SELECT A REGIONAL REPRESENTATIVE AND ALTERNATE ANNUALLY TO SERVE ON THE NOMINATING COMMITTEE (NC) AS DESCRIBED IN MANUAL MM-10. THE REGIONAL REPRESENTATIVE SERVES A TWO-YEAR TERM. FIRST AND SECOND ALTERNATES ARE ELECTED EACH YEAR FOR A ONE-YEAR TERM.

AT THE CONCLUSION OF THE TWO-YEAR TERM AS REGIONAL REPRESENTATIVE TO THE NC, THAT PERSON AUTOMATICALLY BECOMES THE CHAIR OF THE REGIONAL ADVISORY COMMITTEE ON NOMINATIONS (RACON) FOR THE NEXT TWO YEARS. THE REGIONAL VICE PRESIDENT AND RACON CHAIR ARE ENCOURAGED TO CONTACT SECTION CHAIRS EARLY EACH YEAR TO HAVE THEM REFLECT ON POSSIBLE CANDIDATES FOR NOMINATION TO SOCIETY OFFICE (PRESIDENT OF ASME, BOARD OF GOVERNORS, REGIONAL VICE PRESIDENT, ETC.), AND SUBMIT THESE TO THE (RACON) PRIOR TO THE RAC.

FUNCTIONS

DEFINED IN MM-10

PROCEDURES

DEFINED IN MM-10

GOALS

SPECIFIC TO REGION

RESOURCES

DEFINED IN MM-10

F3 - ADVISOR(S) TO THE VICE PRESIDENT

DUTIES

TWO REGIONAL ADVISORS SHOULD BE APPOINTED BY THE VICE PRESIDENT. THE ADVISORS SHOULD BE PEOPLE WELL ACQUAINTED WITH THE POLICIES, FUNCTIONS AND ACTIVITIES OF THE SOCIETY. THEIR FUNCTIONS ARE TO ADVISE AND COUNSEL THE VICE PRESIDENT AND TO ASSIST WITH SPECIAL ASSIGNMENTS WHEN NEEDED.

THE IMMEDIATE PAST VICE PRESIDENT MEETS THESE REQUIREMENTS AND, WHEN AVAILABLE, IS USUALLY APPOINTED AS ONE OF THESE ADVISORS. A COLLEGE ADVISOR TO THE VICE PRESIDENT SHOULD ALSO BE APPOINTED AND INCLUDED AS A MEMBER OF THE REGIONAL OPERATING BOARD. THIS ADVISOR SHOULD HELP COORDINATE THE ACTIVITIES OF THE VICE PRESIDENT AND THE STUDENT SECTIONS WITHIN THE REGION. THE COLLEGE RELATIONS ADVISOR HELPS TO OPEN LINES OF COMMUNICATION BETWEEN THE STUDENT MEMBERS AND ALL ACTIVITIES OF ASME. THIS POSITION IS NORMALLY FORMALIZED AS THE REGIONAL COLLEGE RELATIONS COMMITTEE CHAIR.

FUNCTIONS

SPECIFIC TO REGION

PROCEDURES

SPECIFIC TO REGION

GOALS

SPECIFIC TO REGION

RESOURCES

SPECIFIC TO REGION

F4 - REGIONAL TRAINING CHAIR

DUTIES

PROVIDE LEADERSHIP IN DEVELOPING AND DELIVERING ASME TRAINING TO THE SECTIONS. PARTICULAR FOCUS IS ON UTILIZING THE CMA SPONSORED STANDARDIZED LEADERSHIP TRAINING (SLT) MATERIALS TO SUPPORT STUDENT AND SENIOR SECTION LEADERS. MAKE VISIBLE THE ADDITIONAL SOURCES OF TRAINING WITHIN THE PROFESSIONAL DEVELOPMENT PROGRAMS ACROSS THE REGION.

FUNCTIONS

BECOME FAMILIAR WITH SLT MATERIALS AND GAIN COMPETENCY IN PUBLIC SPEAKING TO DELIVER TRAINING AT SUITABLE VENUES (MTS, RSLs, AND SECTION EVENTS).

DEVELOP A TEAM OF QUALIFIED TRAINERS WITHIN THE REGION. SERVE AS MENTOR TO THESE REGIONAL TRAINERS.

LEAD REGIONAL TRAINING SEMINAR PLANS AND AGENDAS (MTS, RSLs)

PROCEDURES

REFER TO THE SLT AND PD TRAINING MATERIALS

GOALS

ORGANIZE EFFECTIVE MTS AND RSLs TRAINING EVENTS
DELIVER ALL OF THE SLT MODULES WITHIN THE REGION
REPORT ON ACCOMPLISHMENTS AT THE RAC (AND/OR MTS)
PROVIDE TRAINING METRICS (MODULES, # PARTICIPANTS, CONTACT HOURS) TO THE FIELD OFFICE

RESOURCES

FIELD OFFICE
SLT TRAIN-THE-TRAINER'S KIT

F5 - REGIONAL PROGRAMS CHAIR

DUTIES

RESPONSIBLE FOR ASSISTING SECTIONS IN DEVELOPING ACTIVE SECTION PROGRAMS THROUGHOUT THE REGION.

FUNCTION

ORGANIZE AND STAFF A REGIONAL COMMITTEE, INCLUDING SECTION PROGRAM CHAIR. DEVELOP TECHNIQUES AND METHODS FOR ACTIVE SECTION PROGRAMS.

PROCEDURES

1. IDENTIFY SPECIFIC TASKS AND ASSIGNMENTS FOR THE REGIONAL COMMITTEE.
2. PROVIDE ASSISTANCE AND SUGGESTIONS TO SECTIONS AS REQUESTED.
3. COLLECT INFORMATION FROM SECTIONS ON SUCCESSFUL PROGRAMS.
4. COORDINATE WITH FIELD OFFICE ON MATERIAL FOR SECTIONS.
5. PROVIDE TRAINING FOR SECTION PROGRAM COMMITTEES.
6. INTERFACE WITH REGIONAL MEMBERSHIP DEVELOPMENT, MEMBER INTERESTS, GOVERNMENT RELATIONS AND PUBLIC INFORMATION COMMITTEES.

GOALS

1. ESTABLISH GOALS FOR THE REGION BEFORE THE MTS.
2. REPORT ON ACCOMPLISHMENTS OF LAST YEAR'S GOALS AT RAC/MTS.

RESOURCES

ML-10, SECTION, SUBSECTION, AND GROUP OPERATIONS MANUAL
ML-12, REGIONAL VICE PRESIDENTS' GUIDE
FIELD OFFICE
DIRECTOR, REGIONAL OPERATIONS, NEW YORK OFFICE

F6 - REGIONAL MEMBERSHIP DEVELOPMENT CHAIR

DUTIES

1. RESPONSIBLE FOR PROVIDING SUPPORT TO SECTION MEMBERSHIP DEVELOPMENT PROGRAMS, AND ADMINISTERING REGIONAL MEMBERSHIP DEVELOPMENT PROGRAMS.
2. REPRESENTS THE REGION ON THE COMMITTEE ON MEMBERSHIP (COM)

FUNCTIONS

1. PROVIDE GUIDANCE AND SUGGESTIONS TO SECTIONS.
2. DEVELOP TECHNIQUES, METHODS AND TRAINING TO SECTION MEMBERSHIP DEVELOPMENT CHAIR.

PROCEDURES

1. DEVELOP SPECIFIC ACTIVITIES AND SUGGESTIONS FOR SECTION MEMBERSHIP DEVELOPMENT CHAIR TO IMPLEMENT AT THE SECTION LEVEL FOR:
 - A. MEMBER RETENTION
 - B. OBTAINING NEW MEMBERS
 - C. UPGRADING MEMBERS
2. COLLECT SECTION REPORTS AND CIRCULATE THE MOST SUCCESSFUL IDEAS.
3. PROVIDE TRAINING FOR SECTION MEMBERSHIP DEVELOPMENT CHAIR.
4. PUBLISH NEWSLETTER OR INPUT TO REGIONAL NEWSLETTER.
5. ANNOUNCE AND PUBLICIZE SECTION ACCOMPLISHMENTS.
6. ASSIST SECTIONS IN IDENTIFYING MEMBERSHIP NEEDS FOR CONTINUING DEVELOPMENT AND MEMBER RETENTION.

GOALS

1. ENSURE MEMBERSHIP DEVELOPMENT GOALS ARE RECEIVED AND UNDERSTOOD BY THE SECTIONS.
2. REPORT ON PROGRESS.
3. ADMINISTER AND PRESENT AWARDS FROM THE REGION VI MEMBERSHIP DEVELOPMENT PROGRAM.

RESOURCES

MS-52, MEMBERSHIP DEVELOPMENT MANUAL
ML-10, SECTION, SUBSECTION, AND GROUP OPERATIONS MANUAL
ML-12, REGIONAL VICE PRESIDENTS' GUIDE
REGIONAL VICE PRESIDENT
FIELD OFFICE
MANAGER, MEMBERSHIP DEVELOPMENT, NEW YORK OFFICE

F7 - REGIONAL MEMBER INTERESTS CHAIR

DUTIES

1. RESPONSIBLE FOR DEVELOPING AN ACTIVE REGIONAL MEMBER INTERESTS PROGRAM.

2. REPRESENT THE REGION ON THE COMMITTEE ON MEMBER INTERESTS (CMI).

FUNCTIONS

1. ORGANIZE A REGIONAL COMMITTEE ON MEMBER INTERESTS TO PROVIDE ASSISTANCE TO SECTIONS ON MEMBER INTERESTS ACTIVITIES.

PROCEDURE

1. DEVELOP TRAINING PROGRAMS FOR SECTIONS.
2. DEVELOP METHODS OF INFORMING REGIONAL MEMBERS OF THE MEMBER INTERESTS PROGRAMS, BENEFITS, AND ACTIVITIES.
3. DEVELOP SURVEYS/QUESTIONNAIRES FOR SECTIONS TO USE TO AID THEIR PROGRAMMING ACTIVITIES.
4. COLLECT AND CIRCULATE INFORMATION FROM SECTIONS ON GOOD MEMBER INTERESTS ACTIVITIES.
5. PUBLISH OR PROVIDE MATERIAL FOR A REGIONAL NEWSLETTER.
6. SUBMIT ANNUAL REPORT OF ACTIVITIES TO THE CMI CHAIR ONE (1) MONTH PRIOR TO THE SUMMER ANNUAL MEETING.
7. INTERFACE WITH REGIONAL MEMBERSHIP DEVELOPMENT AND PROFESSIONAL DEVELOPMENT COMMITTEE.
8. SUBMIT INFORMATION FOR GOOD MEMBER INTERESTS PROGRAMS, NEW IDEAS, ETC., FOR PUBLICATION IN MEMBER INTERESTS NEWSLETTER AND/OR THE ASME NEWS "PERSONALLY SPEAKING" COLUMN.

GOALS

1. ESTABLISH REGIONAL GOALS AND ANNOUNCE AT THE MTS.
2. REPORT TO THE RAC ON ACCOMPLISHMENTS.

RESOURCES

MS-53, MEMBER INTERESTS
ML-10, SECTION, SUBSECTION, AND GROUP OPERATIONS MANUAL
FIELD OFFICE
REGIONAL VICE PRESIDENT
DIRECTOR, MEMBER SERVICES, NEW YORK OFFICE

F8 - REGIONAL HISTORY & HERITAGE CHAIR

DUTIES

RESPONSIBLE FOR THE SUPPORT OF AN ACTIVE SECTION HISTORY AND HERITAGE PROGRAM.

FUNCTIONS

ORGANIZE AND STAFF A REGIONAL HISTORY AND HERITAGE COMMITTEE. THE COMMITTEE WILL PROVIDE SUGGESTIONS TO SECTIONS FOR DEVELOPMENT AN ACTIVE HISTORY AND HERITAGE PROGRAM.

PROCEDURES

1. WORK WITH TECHNICAL DIVISIONS TO IDENTIFY REPRESENTATIVES IN EACH SECTION FOR EVALUATING DESIGNATIONS.
2. ASSIST SECTIONS IN DEVELOPING THE PUBLICATION OF BROCHURES SHOWING SECTION DESIGNATIONS WITH MAPS AND PUBLICIZING OF LOCAL LANDMARKS.
3. PROVIDE TRAINING FOR SECTION HISTORY AND HERITAGE CHAIR.
4. ANALYZE REGIONAL HISTORY AND DEVELOP LIST OF POTENTIAL TECHNICAL AREAS FOR DESIGNATIONS.
5. PUBLISH REGIONAL NEWSLETTER ON HISTORY AND HERITAGE.

6. SOLICIT THE PARTICIPATION OF RETIRED MEMBERS TO IDENTIFY POTENTIAL DESIGNATIONS.
7. ESTABLISH AND MAINTAIN A RECORD OF REGIONAL HISTORY.
8. HONOR THE ENGINEERS ASSOCIATED WITH PARTICULAR ACCOMPLISHMENT.

GOALS

SET GOALS FOR NOMINATIONS AND REPORT ON PROGRESS.

RESOURCES

ML-72, HISTORY AND HERITAGE MANUAL
 LANDMARK BROCHURES
 REGIONAL VICE PRESIDENT
 FIELD OFFICE
 HISTORY AND HERITAGE LIAISON, NEW YORK OFFICE

F9 - REGIONAL PROFESSIONAL DEVELOPMENT CHAIR

DUTIES

RESPONSIBLE FOR THE SUPPORT OF AN ACTIVE AND VIABLE SOCIETY/SECTION PROFESSIONAL DEVELOPMENT PROGRAM.

FUNCTIONS

1. ORGANIZE AND STAFF A REGIONAL PROFESSIONAL DEVELOPMENT COMMITTEE. SECTION PROFESSIONAL COMMITTEE CHAIR ARE PART OF THE COMMITTEE.
2. DEVELOP TECHNIQUES TO MAINTAIN AN ACTIVE REGIONAL PROFESSIONAL DEVELOPMENT PROGRAM.

PROCEDURES

1. ANALYZE THE SECTION AND REGION PROFESSIONAL DEVELOPMENT NEEDS.
2. ASSIST SECTIONS IN ORGANIZING A PROFESSIONAL DEVELOPMENT PROGRAM.
 - A. SHORT COURSE (CODES AND STANDARDS, MANAGEMENT SKILLS, ETC.)
 - B. CONTINUING EDUCATION COURSE
 - C. GROUP STUDY COURSE (VIDEO TAPE)
 - D. CORRESPONDENCE COURSE
 - E. PE REFRESHER COURSE
3. WORK WITH SECTION AND PROFESSIONAL DEVELOPMENT PERSONNEL TO CONDUCT SPECIFIC COURSES.
4. ENCOURAGE COURSES ON PROFESSIONAL REGISTRATION.
5. PUBLICIZE ALL REGIONAL PROGRAMS.
6. MAINTAIN CURRENT:
 - A. LIST OF PAST COURSES IN THE REGION, INCLUDING INFORMATION ON SPEAKERS, ATTENDANCE, AND LOCATION,
 - B. SCHEDULE OF SECTION PROFESSIONAL DEVELOPMENT COURSES.
7. ASSIST FIELD OFFICE IN COMPILING REGIONAL PROGRAM LIST FOR DISTRIBUTION TO SECTIONS.

8. INTERFACE WITH REGIONAL MEMBERSHIP DEVELOPMENT AND MEMBER INTERESTS COMMITTEES.

GOALS

1. ESTABLISH ANNUAL GOALS AND PUBLICIZE AT MTS.
2. REPORT ON ACCOMPLISHMENTS AT RAC (AND/OR MTS).

RESOURCES

MS-65, PROFESSIONAL DEVELOPMENT MANUAL
ASME PROFESSIONAL DEVELOPMENT DEPARTMENT, NEW YORK OFFICE
ASME CODES AND STANDARDS MANAGING DIRECTOR
COUNCIL ON EDUCATION
REGIONAL VICE PRESIDENT
FIELD OFFICE

F10- REGIONAL GOVERNMENT RELATIONS CHAIR

DUTIES

RESPONSIBLE FOR DEVELOPING AN ACTIVE REGIONAL GOVERNMENT RELATIONS PROGRAM.

FUNCTIONS

PROVIDE ASSISTANCE TO SECTIONS IN AREAS OF GOVERNMENT RELATIONS.

PROCEDURES

1. DEVELOP TRAINING PROGRAMS FOR RAC AND MTS.
2. COORDINATE SECTION ACTIVITIES WITH THE COUNCIL ON PUBLIC AFFAIRS.
3. ASSIST SECTIONS IN DEVELOPING ACTIVE GOVERNMENT RELATIONS PROGRAMS AND ACTIVITIES.
4. PROVIDE ASSISTANCE IN PUBLISHING A REGIONAL NEWSLETTER ON GOVERNMENT RELATIONS.
5. ARRANGE TRAINING OR PRESENTATIONS BY FEDERAL GOVERNMENT RELATIONS STAFF AT RAC/MTS OR LOCAL MEETINGS.
6. MONITOR STATE AND LOCAL GOVERNMENT ACTIVITY AND ENCOURAGE MEMBER INVOLVEMENT ON ISSUES AFFECTING THE MEMBERS IN THEIR STATES.
7. WORK WITH OTHER ENGINEERING SOCIETIES IN AN EFFORT TO DEVELOP COORDINATED POSITIONS SO THAT WE CAN SPEAK WITH A UNIFIED VOICE BEFORE LEGISLATURES AND/OR EXECUTIVE BRANCH AGENCIES. MAINTAIN CLOSE CONTACT WITH ASME STATE COORDINATORS, WHERE ASSIGNED. ASSIST IN DISTRIBUTION OF THEIR REPORTS TO THE ASME WASHINGTON OFFICE TO ALL SECTIONS IN THEIR STATE. WHERE PERTINENT ISSUES APPLY, SEND THE REPORTS REGION WIDE TO SECTION CHAIRS AND GOVERNMENT RELATIONS CHAIRS OF EACH SECTION. ALERT THE VICE PRESIDENT AND THE FIELD OFFICE OF CRITICAL ISSUES.

GOALS

ESTABLISH REGIONAL GOALS AND REPORT AT THE RAC.

RESOURCES

ML-64, GOVERNMENT RELATIONS MANUAL
GOVERNMENT RELATIONS STAFF, WASHINGTON, DC OFFICE
REGIONAL VICE PRESIDENT
FIELD OFFICE

F11 - REGIONAL HONORS & AWARDS CHAIR

DUTIES

1. SUPPORT A VIABLE SECTION HONORS AND AWARDS PROGRAM.
2. PARTICIPATE IN SOCIETY HONORS AND AWARDS COMMITTEE ACTIVITIES.

FUNCTIONS

1. DEVELOP GOALS FOR THE REGIONAL COMMITTEE.
2. STAFF A REGIONAL COMMITTEE.
3. DEVELOP AND PUBLICIZE THE REGIONAL HONORS AND AWARDS PROGRAM.
4. DEVELOP HONORS AND AWARDS PRESENTATION AT THE MTS AND RAC.

5. MAKE AVAILABLE INFORMATION REGARDING SOCIETY HONORS AND AWARDS.

PROCEDURES

1. ESTABLISH A REGIONAL HONORS AND AWARDS PROGRAM.
2. PUBLICIZE AND ACTIVELY SEEK CANDIDATES FOR ALL AWARDS PROGRAMS.
 - A. PUBLISH A NEWSLETTER OR HAVE INFORMATION REGARDING ALL AWARDS PROGRAM INCLUDED IN REGIONAL NEWSLETTERS.
 - B. ANNOUNCE RULES, REQUIREMENTS AND TYPE OF AWARD.
 - C. ANNOUNCE DEADLINES, PROVIDE NOMINATION INFORMATION.
 - D. REMIND SECTIONS OF SUBMITTAL DEADLINES ABOUT ONE MONTH BEFORE DEADLINE OCCURS. COLLECT, REVIEW APPLICATIONS.
 - E. IF POSSIBLE, ARRANGE TO PUBLISH NAMES OF WINNERS OF REGIONAL AND SECTION AWARDS IN ASME NEWS.
 - F. REVIEW APPLICATIONS FOR ACCURACY AND COMPLETENESS FOR THE VICE PRESIDENT.
3. PROVIDE TRAINING FOR SECTION HONORS AND AWARDS COMMITTEE MEMBERS.
4. ENCOURAGE DEVELOPMENT OF LOCAL AWARDS.
5. COMPILE AND MAINTAIN A LISTING OF SECTION AND REGION AWARDS COMPLETE WITH NAMES OF WINNERS (PAST AND PRESENT) AND RULES.
6. SOLICIT FUNDS FOR HONORS AND AWARDS.

GOALS

1. ESTABLISH ANNUAL GOALS PRIOR TO THE RAC.
2. DISTRIBUTE A BRIEF SUMMARY OF AWARDS TO ALL SECTIONS AT MTS (I.E., AN AWARDS CALENDAR).
3. REPORT ON GOALS ACCOMPLISHMENTS AT THE RAC.

RESOURCES

ML-10, SECTION, SUBSECTION AND GROUP OPERATIONS MANUAL
MS-71, HONORS MANUAL
REGIONAL VICE PRESIDENT
FIELD OFFICE
DIRECTOR, HONORS AND AWARDS, NEW YORK OFFICE

F12 - REGIONAL PUBLIC INFORMATION CHAIR

DUTIES

RESPONSIBLE FOR DEVELOPING AN ACTIVE REGIONAL PUBLIC INFORMATION PROGRAM.

FUNCTIONS

PROVIDE ASSISTANCE TO SECTION IN AREAS OF PUBLIC INFORMATION.

PROCEDURES

1. DEVELOP TRAINING PROGRAMS FOR MTS DEALING WITH:
 - A. NEWSPAPER REPORTERS
 - B. TELEVISION NEWSCASTERS
 - C. GENERAL PUBLIC
 - D. POLITICIANS
 - E. STUDENTS

2. COORDINATE REGION AND SECTION ACTIVITIES WITH THE BOARD ON PUBLIC RELATIONS.
3. PROVIDE ASSISTANCE IN PUBLISHING REGIONAL NEWSLETTER ON PUBLIC INFORMATION.

GOALS

ESTABLISH REGIONAL GOALS AND REPORT AT THE RAC.

RESOURCES

ML-63, PUBLIC INFORMATION MANUAL
 REGIONAL VICE PRESIDENT
 FIELD OFFICE
 DIRECTOR, PUBLIC INFORMATION, NEW YORK OFFICE

F13 - REGIONAL COLLEGE RELATIONS CHAIR

DUTIES

RESPONSIBLE FOR THE DEVELOPMENT AND COORDINATION OF AN ACTIVE REGIONAL COLLEGE RELATIONS PROGRAM.

FUNCTIONS

ORGANIZE A REGIONAL COMMITTEE TO PROVIDE ASSISTANCE TO STUDENTS AND ARRANGE A REGIONAL STUDENT CONFERENCE AND A REGIONAL STUDENT LEADERSHIP SYMPOSIUM. ASSIST IN THE COORDINATION OF STUDENT AND SENIOR SECTION ACTIVITIES.

PROCEDURES

1. ADMINISTER THE INGERSOLL-RAND CONTEST, FOR THE REGION INCLUDING:
 - A. JUDGING THE CONTEST
 - B. ADVISING THE VICE PRESIDENT OF WINNERS
 - C. PUBLISHING POINT STANDINGS AT LEAST THREE TIMES PER YEAR, SEPTEMBER, NOVEMBER AND JANUARY
2. PROMOTE ACTIVE STUDENT SECTIONS.
3. MAINTAIN CURRENT INFORMATION ON AWARDS, LOANS, AND SCHOLARSHIPS.
4. ORGANIZE AND CONDUCT A REGIONAL STUDENT CONFERENCE AND A REGIONAL STUDENT LEADERSHIP SYMPOSIUM.
5. PUBLISH PERIODIC NEWSLETTER INCLUDING UPCOMING EVENTS AND GENERAL INFORMATION REGARDING WHAT SHOULD HAVE BEEN RECEIVED BY THE STUDENT SECTION DURING PAST FEW MONTHS (I.E., APPLICATIONS FOR LOANS, INGERSOLL-RAND RULES, CONTEST DEADLINES, UPCOMING MEETINGS, ETC.).

GOALS

ESTABLISH GOALS AND REPORT ON ACCOMPLISHMENTS AT THE REGIONAL STUDENT CONFERENCE.

RESOURCES

ML-1, STUDENT SECTION OPERATIONS MANUAL
 REGIONAL VICE PRESIDENT
 FIELD OFFICE
 DIRECTOR, REGIONAL OPERATIONS, NEW YORK OFFICE

F14 - REGIONAL TECHNICAL ACTIVITIES CHAIR

DUTIES

RESPONSIBLE FOR COORDINATION OF TECHNICAL ACTIVITIES IN THE REGION WITH THE COUNCIL ON ENGINEERING TECHNICAL DIVISIONS.

FUNCTIONS

ORGANIZE A REGIONAL COMMITTEE OF TECHNICAL ACTIVITIES FOR PROVIDING ASSISTANCE TO SECTIONS.

PROCEDURES

1. OBTAIN TWO OR MORE MEMBERS TO FORM A REGIONAL COMMITTEE ON TECHNICAL ACTIVITIES.
2. DEVELOP METHODS TO INFORM REGIONAL MEMBERS OF TECHNICAL ACTIVITIES AND BENEFITS.
3. DEVELOP SURVEYS/QUESTIONNAIRES FOR SECTIONS TO USE TO AID THEIR PROGRAMMING ACTIVITIES.
4. PROVIDE TRAINING FOR SECTION TECHNICAL ACTIVITIES.
5. COLLECT AND CIRCULATE INFORMATION FROM SECTIONS ON GOOD TECHNICAL ACTIVITIES.
6. PUBLISH OR PROVIDE MATERIAL FOR A REGIONAL NEWSLETTER.
7. PROMOTE TECHNICAL CONFERENCES IN THE REGION THAT ARE MANAGED BY LOCAL SECTIONS, THEREBY ENCOURAGING EDUCATION OF ITS MEMBERS AND INDUSTRY.
8. PUBLISH TECHNICAL ACTIVITIES AND CODES AND STANDARDS ACTIVITIES OCCURRING IN THE REGION.
9. INTERFACE WITH REGIONAL PROFESSIONAL DEVELOPMENT COMMITTEE.
10. ENCOURAGE ESTABLISHING LOCAL TECHNICAL CHAPTERS.

GOALS

1. ESTABLISH REGIONAL GOALS AND ANNOUNCE AT THE RAC.
2. REPORT AT THE RAC ON PROGRESS AND ACCOMPLISHMENTS.

RESOURCES

REGIONAL VICE PRESIDENT
FIELD OFFICE
DIRECTOR, TECHNICAL AFFAIRS, NEW YORK OFFICE

F15 - REGIONAL INDUSTRY RELATIONS CHAIR

DUTIES

RESPONSIBLE FOR THE ESTABLISHMENT AND IMPLEMENTATION OF A VIABLE AND EFFECTIVE INDUSTRY RELATIONS PROGRAM.

FUNCTION

ORGANIZE AND STAFF THE REGIONAL INDUSTRY RELATIONS COMMITTEE AND EXECUTIVE COMMITTEE.
DEVELOP A REGIONAL INDUSTRY RELATIONS PROGRAM INVOLVING ALL UNITS OF THE REGION.
ESTABLISH SPECIFIC GOALS FOR THE COMMITTEE.

PROCEDURES

1. WORK WITH THE SECTIONS TO OBTAIN AN INDUSTRY RELATIONS CHAIR FOR EACH SECTION WHO WILL ALSO SERVE ON THE REGIONAL INDUSTRY RELATIONS COMMITTEE.
2. ORGANIZE A SMALL (3-5 PERSON) EXECUTIVE COMMITTEE TO PROVIDE GUIDANCE AND DIRECTION TO THE INDUSTRY RELATIONS PROGRAM.

3. COORDINATE ALL FACETS OF THE INDUSTRY RELATIONS PROGRAM INCLUDING ENCOURAGING SECTIONS TO PRESENT INDUSTRY AWARDS, STUDENT SECTION RELATIONS, INDUSTRY VISIT PROGRAM, AND REGIONAL FUND SOLICITATION.
4. PREPARE ANNUAL REPORT FOR REGIONAL VICE PRESIDENT ON ACCOMPLISHMENTS OF GOALS AT THE RAC.
5. WORK WITH SECTION CHAIRS TO ESTABLISH VIABLE SECTION INDUSTRY PROGRAMS, GOALS, AND COLLECT DATA ON SECTION ACTIVITIES.
6. DEVELOP SUGGESTIONS FOR SECTION ACTIVITIES.
7. DEVELOP TRAINING PROGRAM FOR SECTION INDUSTRY RELATIONS CHAIRS.
8. DEVELOP BUSINESS OPPORTUNITY NETWORKING FOR INDUSTRY MEMBERS OF THE SOCIETY.

GOALS

1. DEVELOP AND/OR UPDATE THE REGIONAL PROGRAM INCLUDING ANNUAL GOALS BEFORE THE MTS.
2. REPORT ON LAST YEAR'S ACCOMPLISHMENTS AT THE RAC (AND/OR MTS). INCLUDE LISTING OF INDUSTRIES THAT HAVE SUPPORTED THE SOCIETY AND INTENT TO DEVELOP A MAILING TO THE INDUSTRIES.
3. PROVIDE A QUARTERLY MAILING TO ALL SECTIONS WHICH LISTS SUCCESSFUL ORGANIZING TECHNIQUES AND BENEFITS OF INDUSTRY MEETINGS.

RESOURCES

ML-14, INDUSTRY RELATIONS MANUAL
 ML-10, SECTION, SUBSECTION, AND GROUP OPERATIONS MANUAL
 FIELD OFFICE
 DIRECTOR, REGIONAL OPERATIONS, NEW YORK OFFICE

F16 - REGIONAL PROFESSIONAL PRACTICE & ETHICS CHAIR

DUTIES

REPRESENT THE REGION ON THE NATIONAL BOARD ON PROFESSIONAL PRACTICE AND ETHICS.
 DEVELOP AN ACTIVE REGIONAL PROGRAM.
 PROMOTE PROFESSIONAL REGISTRATION.

FUNCTIONS

ORGANIZE A REGIONAL COMMITTEE ON PROFESSIONAL PRACTICE AND ETHICS, AND IMPLEMENT AN EFFECTIVE PROGRAM.

PROCEDURE

1. FORM A REGIONAL COMMITTEE ON PROFESSIONAL PRACTICE AND ETHICS. SECTION PROFESSIONAL PRACTICE AND ETHICS CHAIRS ARE MEMBERS.
2. ENCOURAGE EACH SECTION TO ESTABLISH A SECTION PROFESSIONAL PRACTICE AND ETHICS COMMITTEE (BPPE).
3. DEVELOP MATERIAL FOR SECTIONS TO USE IN PROGRAMS RELATING TO THE ASME CODE OF ETHICS AND THE PROFESSIONAL PRACTICE OF ENGINEERING.
4. ENCOURAGE SECTIONS TO HAVE AT LEAST ONE PROGRAM PER YEAR ON SOME ASPECT OF PROFESSIONAL PRACTICE, ETHICS AND/OR REGISTRATION.

5. PUBLICIZE THE NEED FOR A HIGH STANDARD OF ETHICAL PRACTICE FOR THE PUBLIC BENEFIT, AND MAKE THESE SUBJECTS VISIBLE TO THE SECTION MEMBERSHIP.
6. ENCOURAGE A LIAISON WITH OTHER TECHNICAL AND PROFESSIONAL SOCIETIES TO SUPPORT THESE PROGRAMS.
7. ENCOURAGE SECTIONS TO SUBMIT AT LEAST TWO ARTICLES ON THESE SUBJECTS IN THE SECTION NEWSLETTER EACH YEAR. PUBLISH THE CODE OF ETHICS WITH AN ARTICLE DURING ENGINEERS WEEK IN FEBRUARY.
8. PREPARE ARTICLES FOR INCLUSION IN THE REGIONAL NEWSLETTER, OR PUBLISH ONE OF YOUR OWN FOR REGIONAL DISTRIBUTION.
9. ASSIST SECTIONS IN ESTABLISHING EXAMINATION PREPARATION REVIEW COURSES OR MATERIAL. PUBLISH TEST DATES AND THE LOCATION OF STATE REGISTRATION OFFICES FOR DISTRIBUTION TO SECTIONS.

GOALS

ASSIST SECTIONS IN ESTABLISHING GOALS.
REPORT ON PROGRESS AND ACCOMPLISHMENTS.

RESOURCES

ML-10, SECTION, SUBSECTION, AND GROUP OPERATIONS MANUAL
BOARD ON PROFESSIONAL PRACTICE AND ETHICS
PAMPHLET, "PROFESSIONAL PRACTICES FOR ENGINEERS AND SCIENTISTS"
POLICY P-15.2, PROFESSIONAL ENGINEERS REGISTRATION
POLICY P-15.4, VIOLATIONS OF THE CONSTITUTION, BY-LAWS OR CODE OF
ETHICS/PROCEDURE FOR UNETHICAL CONDUCT CASES
POLICY P-15.7, ETHICS
POLICY P-15.8, CONFLICTS OF INTEREST
"WHAT'S PAST IS PROLOGUE"
"THE UNWRITTEN LAWS OF ENGINEERING"
"THE SECOND MILE"
REGIONAL VICE PRESIDENT
FIELD OFFICE
DIRECTOR, REGIONAL OPERATIONS, NEW YORK OFFICE

F17 - REGIONAL LONG RANGE PLANNING CHAIR

DUTIES

RESPONSIBLE FOR ASSISTING THE REGIONAL VICE PRESIDENT WITH DEVELOPMENT OF LONG RANGE PLANS FOR THE REGION.

FUNCTIONS

ANALYZE THE REGIONAL CONDITION AND DEVELOP RECOMMENDATIONS FOR FURTHER PROGRESS.

PROCEDURES

1. WORK WITH THE REGIONAL VICE PRESIDENT TO IDENTIFY NEEDS OF THE REGION.
2. DEVELOP STRATEGIC PLANS AS REQUESTED BY THE REGIONAL VICE PRESIDENT.
3. EVALUATE PROGRESS AND REPORT AT THE RAC.

GOALS

ESTABLISH GOALS AND REPORT ACCOMPLISHMENTS AT THE RAC.

RESOURCES

REGIONAL VICE PRESIDENT
FIELD OFFICE

F18 - REGIONAL ADVISORY COMMITTEE ON NOMINATIONS (RACON) CHAIR

DUTIES

ASSURE A CONTINUOUS SUPPLY OF NOMINEES FOR SOCIETY OFFICE.

CHAIR THE RACON MEETING AT THE RAC TO FORMALIZE THE IDENTIFICATION OF CANDIDATES TO BE NOMINATED. ASSURE AT LEAST TWO CANDIDATES FOR REGIONAL VICE PRESIDENT.

FUNCTIONS

1. ENCOURAGE SECTIONS TO CONTINUOUSLY EXAMINE THEIR MEMBERSHIP TO IDENTIFY WORTHY CANDIDATES FOR SOCIETY OFFICE, AND GET THE CANDIDATE'S AGREEMENT TO SERVE.
2. ASSIST IN THE DOCUMENTATION AND UNDERSTANDING OF PROCEDURES TO NOMINATE CANDIDATES.
3. INFORM NOMINEES OF THE PROCESS, TIMING AND CONSIDERATIONS THAT THE NOMINATING COMMITTEE EMPLOYS TO SELECT CANDIDATES FOR SOCIETY OFFICE.

PROCEDURES

1. MAINTAIN FREQUENT CONTACT WITH SECTION LEADERSHIP TO ASSURE THAT WORTHY CANDIDATES ARE IDENTIFIED.
2. INFORM SECTIONS OF THE TIMING OF SOCIETY OFFICES THAT ARE COMING OPEN, AND ENCOURAGE EARLY COMMITMENT TO EACH CANDIDATE.
3. ASSURE THAT EACH NOMINEE OBTAINS SUPPORT COMMITMENT FOR MEMBERS TO SPEAK FOR THEIR CANDIDACY BEFORE THE NC SO THAT ALL NOMINEES ARE STRONG CONTENDERS.

GOALS

HAVE A REGIONAL CANDIDATE FOR EACH SOCIETY OFFICE, PARTICULARLY SOCIETY PRESIDENT, BOARD OF GOVERNORS, AND REGIONAL VICE PRESIDENT. HAVE AT LEAST TWO CANDIDATES FOR THE OFFICE OF REGIONAL VICE PRESIDENT.

RESOURCES

HISTORICAL REGIONAL DIRECTORIES FOR IDENTIFICATION OF PAST ACTIVE MEMBERS
MM-10, NOMINATING COMMITTEE MANUAL
PROPOSAL TO THE NOMINATING COMMITTEE
REGIONAL LEADERSHIP
SECTION LEADERSHIP

F19 - REGIONAL DIVERSITY AND OUTREACH CHAIR

DUTIES

SUPPORT DEVELOPING AN ACTIVE SECTION DIVERSITY AND OUTREACH PROGRAM.

FUNCTIONS

PROVIDE ASSISTANCE TO SECTION IN AREAS OF DIVERSITY AND OUTREACH ACTIVITIES AND PROVIDE A LINK BETWEEN REGION AND SECTION ACTIVITIES AND THE BOARD DIVERSITY AND OUTREACH.

PROCEDURES

ASSIST SECTION REPRESENTATIVES IN SETTING GOALS.

MAKE PRESENTATIONS AT RACS AND SECTION MEETINGS ABOUT BDO OBJECTIVES AND ASME EFFORTS TO PROMOTE DIVERSITY AND OUTREACH MEMBERSHIP IN THE SOCIETY.

ENCOURAGE MINORITY AND FEMALE MEMBERS OF THE REGION TO BECOME MORE INVOLVED IN ASME ACTIVITIES.

BECOME INVOLVED IN LOCAL ACTIVITIES THAT PROMOTE THE ENTRANCE OF MINORITIES AND WOMEN INTO ENGINEERING AND ASME.

GOALS

ESTABLISH REGIONAL GOALS AND REPORT AT THE RAC.

RESOURCES

BMW INFORMATION AND RESOURCE HANDBOOK
BMW STAFF, WASHINGTON DC OFFICE
REGIONAL VICE PRESIDENT
FIELD OFFICE

F20 - STUDENT SECTIONS COMMITTEE – STUDENT REPRESENTATIVE

DUTIES

SERVES AS REGIONAL VOLUNTEER AND ADVISOR TO VICE-PRESIDENT. AT VP REQUEST, SERVES ON OPERATING BOARD. IN REGIONAL ACTIVITIES, WORKS CLOSELY WITH: VICE-PRESIDENT; STUDENT SECTIONS COMMITTEE (“SSC”) SENIOR REPRESENTATIVE; REGIONAL COLLEGE-RELATIONS CHAIR; AND ASME INT’L STAFF.

SERVES AS REGIONAL STUDENT REPRESENTATIVE TO THE STUDENT SECTIONS COMMITTEE.

PARTICIPATES AT SUMMER ANNUAL MEETING (“SAM”), INTERNATIONAL MECHANICAL ENGINEERING CONGRESS AND EXPOSITION (“IMECE”), AND THE NEXT YEAR’S SAM. THE ASSIGNMENT IS FOR A ONE YEAR TERM, BUT AN INDIVIDUAL MAY SERVE MORE THAN ONE TERM.

SELECTION MAY BE BY REGIONAL VICE PRESIDENT APPOINTMENT OR BY ELECTION. THE STUDENT REPRESENTATIVE IS SELECTED EACH SPRING, GENERALLY AT THE REGIONAL STUDENT CONFERENCE (“RSC”). CANDIDATES MUST BE ASME STUDENT-MEMBERS, CONTINUING IN SCHOOL AT LEAST THROUGH SPRING OF THE FOLLOWING YEAR. CANDIDATES, OR THEIR STUDENT SECTION ADVISORS, MAY BE ASKED TO SUBMIT AN APPLICATION OR RECOMMENDATION. CANDIDATES MAY BE INTERVIEWED BY A COMMITTEE OF REGIONAL LEADERSHIP AND A REGIONAL STAFF PERSON. CANDIDATES, IF SELECTED, MUST BE ABLE TO ATTEND: SAM; WINTER IMECE; AND NEXT-YEAR’S SAM.

FUNCTIONS

ADVISE REGIONAL LEADERSHIP AND SSC OF STUDENT AND UNIVERSITY NEEDS, CONCERNS, AND ACCOMPLISHMENTS. COMMUNICATE ASME INT'L PROGRAMS, REQUIREMENTS, AND RESOURCES TO STUDENTS AND SUPPORTERS IN THE REGION (E.G. SSC ACTIONS; MEMBERSHIP OPPORTUNITIES AND DUES-PAID OPTIONS; AWARDS, LOANS, AND SCHOLARSHIPS; CONTESTS; AWARDS FOR FACULTY; ETC.). ENCOURAGE AND SUBMIT ARTICLES TO REGIONAL AND INT'L NEWSLETTERS AND BULLETINS.

ADVISE AND ENCOURAGE EFFECTIVE AND REWARDING STUDENT-SECTION ACTIVITIES THROUGHOUT THE REGION. ACT AS ADVISOR TO AND MAINTAIN CLOSE COMMUNICATION WITH SENIOR REPRESENTATIVE AND COLLEGE-RELATIONS CHAIR. COOPERATE WITH REGIONAL VOLUNTEERS, FACILITY-PROVIDERS, AND STAFF TO IMPLEMENT REGIONAL ACTIVITIES, AS LISTED HERE OR AS ESTABLISHED BY REGIONAL LEADERSHIP.

PROCEDURES

CARRY A LEAD RESPONSIBILITY FOR PLANNING AND IMPLEMENTING THE REGIONAL STUDENT LEADERSHIP SEMINAR ("RSLs")
ADVISE AND SUPPORT THE PRESIDING SENIOR REPRESENTATIVE AT FACULTY CONFERENCES AND AT FACULTY / STUDENT BUSINESS MEETINGS:
ADVISE AND SUPPORT THE HOST SCHOOL AT REGIONAL STUDENT CONFERENCE ("RSC"):
REPRESENT THE REGION AND PARTICIPATE IN THE STUDENT SECTIONS COMMITTEE AND SUB-COMMITTEES AT SAM AND IMECE. STANDING SSC SUB-COMMITTEES ARE: MEMBERSHIP, COMPETITIONS, COMMUNICATIONS, AND PROGRAMS. THE SSC ELECTS A STUDENT VICE-CHAIR AND SENDS STUDENT DELEGATES TO: BOARD ON STUDENT AFFAIRS; BOARD ON PRE-COLLEGE EDUCATION, COUNCIL ON ENGINEERING / COUNCIL ON MEMBER AFFAIRS (COE / CMA) COORDINATING COMMITTEE, COMMITTEE ON CONTESTS, STUDENT DESIGN CONTEST COMMITTEE, AND ASMENET COMMITTEE.
DESCRIBE BENEFITS AND ENCOURAGE APPLICATIONS FOR SUCCESSOR-IN-OFFICE; PARTICIPATE IN SELECTION PROCESS.

GOALS

IMPROVE THE CONTENT AND PARTICIPATION LEVEL AT STUDENT CONFERENCES IN THE REGION

TAKE A LEADERSHIP ROLE IN TEACHING AT THE RSLs

RESOURCES

HANDBOOK ML-1; REGIONAL VP; SSC CHAIR, SSC BY-LAWS; REGIONAL AND HQ OFFICES AND STAFF; WEB PAGE. POSITION DESCRIPTIONS FOR SSC SENIOR REPRESENTATIVE AND REGIONAL COLLEGE-RELATIONS CHAIR.

FUNDING DURING TERM OF OFFICE AND IN ACCORDANCE WITH EXPENSE POLICY 4.5:

ELIGIBLE FOR TRAVEL AND DAILY-EXPENSE FUNDING TO TWO SAM'S AND ONE IMECE.

ELIGIBLE FOR TRAVEL AND DAILY-EXPENSE FUNDING TO RSLs, RSC, REGIONAL OPERATING BOARD MEETINGS, PLUS OTHER REGIONAL EVENTS AS AUTHORIZED BY REGIONAL VP.

ELIGIBLE FOR LEGITIMATE OUT-OF-POCKET REGIONAL EXPENSES WITH PRIOR AGREEMENT OF REGIONAL VP.

F21 - STUDENT SECTIONS COMMITTEE – SENIOR REPRESENTATIVE

DUTIES

WORKS CLOSELY WITH THE REGIONAL VICE-PRESIDENT; STUDENT SECTIONS COMMITTEE (SSC) STUDENT REPRESENTATIVE, REGIONAL COLLEGE RELATIONS CHAIR; AND ASME STAFF ON AFFAIRS OF CONCERN TO STUDENT MEMBERS. ACTS AS THE REPRESENTATIVE OF THE REGION TO THE SOCIETY'S STUDENT SECTIONS COMMITTEE. SERVES AS A PRINCIPAL ADVISOR TO REGIONAL STUDENT CONFERENCES, AND PARTICIPATES IN CONFERENCE PLANNING AND EXECUTION. SERVES UP TO A THREE YEAR TERM.

FUNCTIONS

ADVISE REGIONAL LEADERSHIP AND SSC OF STUDENT AND UNIVERSITY NEEDS, CONCERNS, AND ACCOMPLISHMENTS. COMMUNICATE ASME INT'L PROGRAMS, REQUIREMENTS, AND RESOURCES TO STUDENT SECTION ADVISORS, STUDENTS, AND SUPPORTERS IN THE REGION (E.G. SSC ACTIONS; MEMBERSHIP OPPORTUNITIES AND DUES-PAID OPTIONS; AWARDS, LOANS, AND SCHOLARSHIPS; CONTESTS). ADVISE AND ENCOURAGE EFFECTIVE AND REWARDING STUDENT-SECTION ADVISOR ACTIVITIES AND STUDENT-SECTION ACTIVITIES THROUGHOUT THE REGION. ACT AS ADVISOR TO AND MAINTAIN CLOSE COMMUNICATION WITH THE STUDENT REPRESENTATIVE.

PROCEDURES

CARRY A LEAD RESPONSIBILITY IN PLANNING AND EXECUTING THE REGIONAL STUDENT LEADERSHIP SEMINAR (RSL) AND THE REGIONAL STUDENT CONFERENCE (RSC). ACT AS ADVISOR TO THE RSL AND RSC HOST SCHOOLS. SUPPORT OTHER REGIONAL STUDENT RELATED CONFERENCES SUCH AS FACULTY CONFERENCES AND GRADUATE STUDENT TECHNICAL CONFERENCES (GSTC).

REPRESENT THE REGION AND PARTICIPATE IN THE STUDENT SECTIONS COMMITTEE AND SUB-COMMITTEES AT SAM AND IMECE. STANDING SSC SUB-COMMITTEES ARE: MEMBERSHIP, COMPETITIONS, COMMUNICATIONS, AND PROGRAMS. THE SSC ELECTS A STUDENT VICE-CHAIR AND SENDS STUDENT DELEGATES TO: BOARD ON STUDENT AFFAIRS; BOARD ON PRE-COLLEGE EDUCATION, COUNCIL ON ENGINEERING / COUNCIL ON MEMBER AFFAIRS (COE / CMA) COORDINATING COMMITTEE, COMMITTEE ON CONTESTS, STUDENT DESIGN CONTEST COMMITTEE, AND ASMENET COMMITTEE.

DESCRIBE BENEFITS AND ENCOURAGE APPLICATIONS FOR SUCCESSOR-IN-OFFICE; PARTICIPATE IN SELECTION PROCESS. ENCOURAGE AND SUBMIT ARTICLES TO REGIONAL AND INT'L NEWSLETTERS AND BULLETINS.

GOALS

IMPROVE THE CONTENT AND PARTICIPATION LEVEL AT STUDENT CONFERENCES IN THE REGION

TAKE A LEADERSHIP ROLE IN TEACHING AT THE RSL AND RSC

RESOURCES

HANDBOOK ML-1; REGIONAL VP; SSC CHAIR, SSC BY-LAWS; FIELD AND HQ OFFICES AND STAFF; WEB PAGE. POSITION DESCRIPTIONS FOR SSC STUDENT REPRESENTATIVE AND REGIONAL COLLEGE-RELATIONS CHAIR.

FUNDING DURING TERM OF OFFICE AND IN ACCORDANCE WITH EXPENSE POLICY 4.5:
ELIGIBLE FOR TRAVEL AND DAILY-EXPENSE FUNDING TO SAM AND IMECE.
ELIGIBLE FOR TRAVEL AND DAILY-EXPENSE FUNDING TO RSLs, RSC, STUDENT SECTION ADVISOR PROGRAMS, REGIONAL OPERATING BOARD MEETINGS, PLUS OTHER REGIONAL EVENTS AS AUTHORIZED BY REGIONAL VP. ELIGIBLE FOR LEGITIMATE OUT-OF-POCKET REGIONAL EXPENSES WITH PRIOR AGREEMENT OF REGIONAL VP.

F22 – INGERSOLL-RAND CHAIR

DUTIES

PROVIDE SUPPORT, VISIBILITY, AND COORDINATING LEADERSHIP TO STUDENT SECTIONS PARTICIPATING IN THE INGERSOLL-RAND COMPETITION.

FUNCTIONS

THE CHAIR AND TWO MEMBERS OF THE ALLIED SIGNAL COMMITTEE ARE APPOINTED BY THE REGIONAL VICE PRESIDENT. THE COMMITTEE REVIEWS AND JUDGES THE PRELIMINARY AND FINAL INGERSOLL-RAND REPORTS AS SUBMITTED BY THE STUDENT SECTIONS OF THE REGION. THE REPORTS ARE JUDGED BY CRITERIA ESTABLISHED BY ASME, AVAILABLE FROM THE FIELD OFFICE.

THE STUDENT SECTIONS MAIL THEIR REPORTS TO THE FIELD OFFICE PRIOR TO THE ESTABLISHED DEADLINES (MONTHLY ACTIVITIES REPORTS, PRELIMINARY INGERSOLL-RAND REPORT IN NOVEMBER, FINAL REPORT PRIOR TO THE RSC). THE FIELD OFFICE MAKES TWO COPIES OF THE REPORTS AND SENDS THE ORIGINAL TO THE CHAIR AND COPIES TO THE TWO COMMITTEE MEMBERS. THE REPORTS ARE JUDGED BY EACH COMMITTEE MEMBER AND THEN THE COMMITTEE MEETS AT THE RSC TO OBTAIN A CONSENSUS. THE RESULTS ARE REPORTED TO THE VICE PRESIDENT AND FIELD OFFICE ADMINISTRATOR FOR PRESENTATION OF AWARDS. THE CHAIR MAKES A WRITTEN REPORT FOR THE NEXT MTS AND RAC. A COPY OF THIS REPORT IS ALSO SENT TO THE STUDENT SECTIONS THE FOLLOWING FALL.

PROCEDURES

PROCEDURAL TIMETABLE:

1. MARCH - OBTAIN A COPY OF INGERSOLL-RAND CONTEST RULES FROM ASME'S REGIONAL OR NATIONAL OFFICE. (CONTEST RUNS RSC TO RSC.)
2. AUGUST - SUBMIT REPORT OF PREVIOUS YEAR'S CONTEST TO THE REGIONAL MTS.
3. SEPTEMBER - ATTEND THE REGIONAL STUDENT LEADERSHIP SEMINAR AND REVIEW THE INGERSOLL-RAND CONTEST RULES. EMPHASIZE PARTICIPATION BY STUDENT SECTIONS.
4. OCTOBER - SEND LETTER TO STUDENT SECTION CHAIRS WITH A COPY TO FACULTY ADVISORS REMINDING THEM OF PRELIMINARY REPORT DEADLINE. A COPY OF THE PREVIOUS YEAR'S RESULTS ARE INCLUDED. SEND COPIES TO THE VICE PRESIDENT, THE REGIONAL ADMINISTRATOR, AND THE COMMITTEE (WITH SCORE SHEET FOR THIS YEAR'S CONTEST).

5. NOVEMBER / DECEMBER - RECEIVE PRELIMINARY REPORTS FROM FIELD OFFICE.

6. JANUARY / FEBRUARY - SEND LETTER TO STUDENT SECTION CHAIRS REMINDING THEM OF THE FINAL REPORT DEADLINE. SEND COPY TO FACULTY ADVISOR. ALSO SEND COPIES TO THE VICE PRESIDENT AND THE COMMITTEE WITH TIME AND PLACE OF COMMITTEE MEETING AT RAC.

7. MARCH / APRIL - MEET AT RAC, JUDGE REPORTS, SELECT WINNERS, AND PROVIDE RESULTS TO THE VICE PRESIDENT AND REGIONAL ADMINISTRATOR FOR PREPARATION OF AWARDS. ATTEND RSC MEETINGS IF POSSIBLE AND MEET STUDENT SECTION OFFICERS. WRITE UP REPORT OF CONTEST.

GOALS

ESTABLISH SPECIFIC PARTICIPATION LEVEL MEASURES AND METRICS. INCREASE CONTEST AWARENESS AND ACTIVITY LEVELS THROUGH DELIVERY OF INGERSOLL-RAND WORKSHOPS.

RESOURCES

REGIONAL VICE PRESIDENT
FIELD OFFICE

F23 – ME/MET DEPARTMENT HEADS CHAIR

DUTIES

PROVIDE COORDINATING LEADERSHIP TO THE REGIONAL DEPARTMENT HEADS OF ME/MET PROGRAMS TO ADDRESS ISSUES AND OPPORTUNITIES FOR IMPROVING THE QUALITY AND EFFECTIVENESS OF MECHANICAL ENGINEERING EDUCATION.

FUNCTIONS

THIS COMMITTEE PROVIDES A FORUM FOR DISCUSSION OF ANY ASPECTS OF MECHANICAL ENGINEERING EDUCATION WHICH ARE OF MUTUAL INTEREST. THE REGION MAY HAVE ONE DEPARTMENT HEADS COMMITTEE, OR MAY HAVE SEPARATE COMMITTEES FOR MECHANICAL ENGINEERING AND MECHANICAL ENGINEERING TECHNOLOGY PROGRAMS.

PROCEDURES

THIS COMMITTEE CONSISTS OF THE CHAIRS OF MECHANICAL ENGINEERING DEPARTMENTS WITHIN THE REGION. THE CHAIR OF THIS COMMITTEE IS ELECTED BY THE COMMITTEE (IE IS NOT APPOINTED BY THE REGIONAL VICE PRESIDENT). THE CHAIR IS A MEMBER OF THE REGIONAL OPERATING BOARD, AND NETWORKS WITH THE REGIONAL COLLEGE RELATIONS CHAIR, AND THE SSC REPRESENTATIVES.

GOALS

SPECIFIC TO THE REGION

RESOURCES

REGIONAL VICE PRESIDENT
FIELD OFFICE
SSC SENIOR AND STUDENT REPRESENTATIVE
REGIONAL COLLEGE RELATIONS CHAIR

APPENDIX G – Vice President Activities

THE FOLLOWING IS A CONDENSED LISTING OF ACTIVITIES WHICH RE REQUIRED BY THE VICE PRESIDENT. A MORE DETAILED LISTING OF REQUIRED AND SUGGESTED ACTIVITIES ARE FOUND IN 2.4, VICE PRESIDENT'S SCHEDULE OF EVENTS.

GENERAL

THE VICE PRESIDENT MUST HAVE A CONSIDERABLE AMOUNT OF TIME TO DEDICATE TO THE WORK INVOLVED IN THE POSITION OF VP. EMPLOYER SUPPORT, OFFICE/CLERICAL ASSISTANCE, AND SOME EMPLOYER/PERSONAL FUNDING IS USUALLY NECESSARY.

APPOINTMENTS

ESTABLISH A REGIONAL OPERATING BOARD, IN ACCORDANCE WITH BY-LAW B5.9.10, WHICH CONSISTS OF A REGIONAL SECRETARY, THE NC VOTING MEMBER, AND AT LEAST SIX ADDITIONAL MEMBERS CHOSEN BY THE VICE PRESIDENT TO REPRESENT THE VARIOUS ACTIVITIES OF THE REGION.

APPOINT TWO ADVISORS TO THE VICE PRESIDENT. THE IMMEDIATE PAST VP IS USUALLY CHOSEN TO BE ONE.

APPOINT A REGIONAL COLLEGE RELATIONS CHAIR.

APPOINT SENIOR AND JUNIOR STUDENT SECTION COMMITTEE REPRESENTATIVES, WHO MAY ALSO BE REGIONAL OPERATING BOARD MEMBERS.

NOMINATE OR APPOINT MEMBERS AS REPRESENTATIVES TO OTHER BOARDS, COMMITTEES, OR COUNCILS.

MEETINGS

VISIT EACH SECTION, SUBSECTION, LOCAL GROUP AND STUDENT SECTION AT LEAST ONCE IN THE THREE YEAR TERM.

SERVE AS CHAIR OF THE REGIONAL ADMINISTRATIVE CONFERENCE.

SELECT A HOST SECTION, LOCATION, AND SCHEDULE FOR THE INTERIM REGIONAL ADMINISTRATIVE CONFERENCE.

SET UP A MEETING OF THE REGIONAL OPERATING BOARD IN JANUARY OR FEBRUARY OF EACH YEAR TO DISCUSS GOALS OF THE RAC. SAME COULD BE DONE IN THE MONTHS PRECEDING THE IRAC.

SELECT THE LOCATION, HOST SECTION, AND SCHEDULE FOR THE REGIONAL STUDENT CONFERENCE.

ARRANGE A REGIONAL STUDENT LEADERSHIP SYMPOSIUM.

ATTEND THE ME DEPARTMENT HEADS MEETING, AND THE ME TECH DEPARTMENT HEADS MEETING.

ATTEND THE SUMMER ANNUAL MEETING, IMECE, (THE CONGRESS), AND OTHER MEETINGS WHICH MAY BE CALLED BY CMA (I.E., SPRING MEETING OF CMA).

ASSIST THE SECTION CHAIR IN ARRANGING AND CONDUCTING INDUSTRY BREAKFASTS/LUNCHEONS EACH YEAR.

REPRESENT THE SOCIETY AT PUBLIC EVENTS FROM TIME TO TIME.

FINANCE

PLAN AND IMPLEMENT ALL PROGRAMS WITHIN THE ALLOCATED BUDGET FROM CMA.

APPROVE LOCAL EXPENSES FOR THE RSC HOST SECTION.

AWARDS AND CERTIFICATES

NOMINATION FOR FACULTY ADVISOR OF THE YEAR AWARD DUE FEBRUARY 1.

ASME OUTSTANDING STUDENT MEMBER AWARD AT THE RSC.

SUBMIT A CANDIDATE FOR THE CHARLES T. MAIN AWARD TO HONORS BY MARCH 1.

APPROVE AND PRESENT CERTIFICATES OF APPRECIATION FOR OUTGOING MEMBERS OF THE REGIONAL OPERATING BOARDS, SECTION CHAIRS, AND FACULTY ADVISORS WHO ARE ASME MEMBERS. THE CERTIFICATES CAN BE PRESENTED AT ANY REGULAR SECTION MEETING; USUALLY PRESENTED AT THE RAC. APPROVAL OF ALL CERTIFICATES SHOULD BE COMPLETED AND SENT TO REGIONAL SUPPORT AT LEAST EIGHT WEEKS PRIOR TO INTENDED PRESENTATION DATE.

SEND LETTERS OF APPRECIATION FOR ROB MEMBERS TO THEIR EMPLOYERS. CHECK WITH ROB MEMBER BEFORE DOING THIS.

NOMINATE A DEDICATED SERVICE AWARD RECIPIENT. ONE AWARD SHOULD BE GIVEN PER REGION PER YEAR, AND THE DEADLINE FOR NOMINATION IS DECEMBER 1.

REPORTS FOR THE INGERSOLL-RAND CONTEST SHOULD HAVE BEEN POSTMARKED AND SENT TO THE FIELD OFFICES NO LATER THAN 2 WEEKS PRIOR TO THE FIRST DAY OF THE RSC.

OTHER

SUBMIT THE YEARLY SECTION PROGRAM REPORT SUMMARY.

SUBMIT THE CMA PROGRAM EVALUATION FORM.

SUBMIT THE REGIONAL PROGRAM REPORT.

ML-12
08-04