

Engineering Research & Technology Development District Leader Volunteer Calendar

August 2011

Section Activity & Financial reports (Due October 1).

http://volunteer.asme.org/Unit/Unit_Forms_Instructions.cfm

Highlights:

Engineering Research & Technology Development District Leader Volunteer Calendar

September 2011

Section Activity & Financial reports (Due September 1).

http://volunteer.asme.org/Unit/Unit_Forms_Instructions.cfm

District Annual Financial Report and District Budget Allocation Request.

http://volunteer.asme.org/Unit/Unit_Forms_Instructions.cfm

Student Leadership Seminars (SLS). Identify a host and a lead organizer for the NEXT year's SLS.

Ensure that the ASME SLS host, the SLS Lead Organizer, and the District Operating Board (DOB) Coordinator all have each other's names and contact information (for the NEXT year's SLS).

SLS: Attend SLS(s) in your District (or send DOB SLS Coordinator or a designee); announce the host and location of the next year's SLS.

Schedule date and location for District Leadership Meeting for Section leaders (timeframe April-May).

Diversity Action Grant (Due November 1).

[http://www.asme.org/groups/centers-committees/educational-programs/about-leadership-and-diversity/diversity-action-grant-\(dag\)](http://www.asme.org/groups/centers-committees/educational-programs/about-leadership-and-diversity/diversity-action-grant-(dag))

Highlights:

Engineering Research & Technology Development District Leader Volunteer Calendar

October 2011

Section Activity & Financial reports (Due September 1).

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District Annual Financial Report and District Budget Allocation Request.

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Schedule date and location for District Leadership Meeting for Section leaders (timeframe April-May).

Diversity Action Grant (Due November 1).

Highlights:

Engineering Research & Technology Development District Leader Volunteer Calendar

December 2011

Identify delegates to the Leadership Training Conference, and encourage each unit in your district to send at least one delegate. (The LTC will pay the travel and per diem living expenses of one delegate from each Section, Subsection, and Group, *provided the person has not previously attended more than one LTC.*)

Nominations for District and or Society officers.

Student Section Advisor Award Nominee (nominations submitted to DL from students - due February 1).

- Forward nominations to Committee on Honors c/o Cathy Mervyn, mervync@asme.org, 212-591-7736)

http://www.asme.org/Governance/Honors/SocietyAwards/Student_Section_Advisor_Award.cfm

District Operating Board Meeting.

Provide input as requested into Global Communities Budget Preparation

Highlights:

Engineering Research & Technology Development District Leader Volunteer Calendar

January 2012

Identify delegates to the Leadership Training Conference, and encourage each unit in your district to send at least one delegate. (The LTC will pay the travel and per diem living expenses of one delegate from each Section, Subsection, and Group, *provided the person has not previously attended more than one LTC.*)

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District Operating Board Meeting.

Provide input as requested into Global Communities Budget Preparation

Highlights:

Engineering Research & Technology Development District Leader Volunteer Calendar

March - April 2012

Leadership Training Conference. Attend the Global Communities Operating Board meeting and help arrange meetings and networking opportunities for delegates from your district.

Announce date for the District Leadership Meeting for Section leaders to district members attending LTC.

Student Professional Development Conference (SPDC).

Attend if possible. If there are more than two Conferences, then the District Leader is responsible for selecting two winning teams to attend the finals of the Old Guard competition. (see [Old Guard Competitions](#))

At the SPDC - Election of student representative to the SSC.

Clearly understand where your District's SLSs() and SPDCs() will be held next year and ensure that there is a host and lead organizer assigned to each.

Continue to the next calendar.

Highlights:

Engineering Research & Technology Development District Leader Volunteer Calendar

May 2012

Submit Section and Student Section Officer Listing Form by May 15.

Student Section Form - <https://secure.asme.org/stusecinfo/NewStuSecInfo.cfm>

Section Forms - http://volunteer.asme.org/Unit/Unit_Forms_Instructions.cfm

Conduct election of new District Leader (End of second year in office).

Encourage Student Section Officers to complete their activity, financial and officer election reports before school ends.

District Leadership Meeting for Section leaders.

Work with SLS hosts, lead organizers, SDOB members, and District Liaisons to develop preliminary SLS agenda and budget.

Highlights:

Engineering Research & Technology Development District Leader Volunteer Calendar

June 2012

Attend the ASME Annual Meeting, and plan to attend the District Leader Orientation & any K&C training programs, Global Communities Operating Board (GCOB), and K&C Board of Directors meetings.

The Student Stakeholders Meeting is also recommended, along with those of other K&C units as requested.

Appointment of representatives to boards and committees (SSC, Nominating, etc)

Organize outreach to the Student Section Advisors to promote the Fall Student Leadership Seminars

Planning for start up of fall unit activities (SLS).

Hold final Executive Committee for the year.

Student Section Activity & Financial Reports (Due June 30)

http://volunteer.asme.org/Unit/Unit_Forms_Instructions.cfm

Highlights: