

# COMMITTEE ON EARLY CAREER DEVELOPMENT

## OPERATION GUIDE

### PREFACE

**Purpose:** ASME has established the Committee on Early Career Development (hereinafter referred to as the CECD) under the direction of the Center for Professional Development, Practice and Ethics (hereafter referred to as the CPDPE).

**Authority:** The CECD is an entity operating in concert with the CPDPE under the Centers Sector.

**Responsibilities:** The CECD is chartered with the development, management and implementation of products and services serving the early career professional. Implementation of these ideas will occur based on available resources and may be done in collaboration with other groups.

### I. CECD ORGANIZATION

#### a. Membership, term length, duties:

Membership of the CECD shall consist of the following whose nominal terms will end at the close of the second business meeting of the year (SAM).

- Chair
  - 1 year, renewable twice
- Vice Chair
  - 1 year, renewable twice
- Past Chair
  - 1-2 years
- Six Members-At-Large
  - 1 year, renewable twice
- One recent Student Section Committee (SSC) Student Representative
  - 1 year
- Young Engineer Correspondent (YEC) Committee Chair
  - To be determined by YEC Committee
- Young Engineer Correspondent (YEC) Committee Vice Chair
  - To be determined by YEC Committee
- Young Engineer Forum (YEF) Project Committee Chair
  - To be determined by YEF Project Committee

#### b. Membership criteria:

- At the time of his/her original appointment, the individual would have received his/her B.S. degree within the last 10 years. All members will be responsible for outreach to other groups within and external to ASME.

#### c. Membership, Voting and non-voting:

- The CECD will have staff member assigned by ASME as a member without vote. This staff member shall assure that proper and adequate support is furnished to the Committee.
- The Chair shall vote only to break a tie vote among the other voting members.
- Non-voting members to the Committee may be appointed by a consensus of the Committee or by the Committee chair. Non-voting members are not normally funded to attend meetings of the Committee.

- Members at large are elected as needed by a majority of the voting members of the committee

**d. Absences and filling vacancies:**

- If any member of the Committee is unable to attend a meeting the Chair should try to appoint a substitute for that meeting. Substitutes for voting members are allowed to vote.
- If any member of the Committee misses 2 consecutive meetings the Chair may appoint a replacement for the remainder of that member's term.

## II. LEADERSHIP

### a. Chair

#### i. Roles, duties:

- The Chair will act to fulfill the Purpose, Responsibilities, and interests of the CECD in CPDPE meetings and decisions and other Society activities.

#### ii. Selection process:

- The office of Chair will be filled by a member of the CECD elected by a majority of its members.

#### iii. Absences and filling vacancies:

- The Vice Chair will attend to the business of the CECD in the temporary absence of the Chair.

### b. Vice Chair

#### i. Roles, duties:

- The Vice Chair will attend to the business of the CECD in the temporary absence of the Chair.

#### ii. Selection process:

- The office of Vice Chair will be filled by a member of the CECD elected by a majority of its members.

#### iii. Absences and filling vacancies:

- In the event that the Vice Chair is unable to serve, a new Vice Chair will be elected from the membership of the CECD.

## III. BOARDS, EXECUTIVE COMMITTEES AND STANDING COMMITTEES

**a. Technical** – The purpose of this committee is to address the technical concerns of Early Career Engineers in their developing careers in direct support of Mission 1 of the CECD. This committee is responsible for conducting environmental scanning of ASME's technical divisions and other technical resources with a mind towards how joint programs may aid the technical development of Early Career Engineers. This committee consists of 2-3 members of the CECD plus any number of non-voting volunteer members interested in participating.

**b. Career** – The purpose of this committee is to address the career development concerns of Early Career Engineers in direct support of Mission 2 of the CECD. This committee is responsible for understanding existing programs in the CECD and developing new programs and services with others as appropriate that provide resources and opportunities for Early Career Engineers to develop their career and leadership skills. This committee consists of 2-3 members of the CECD plus any number of non-voting volunteer members interested in participating.

**c. Professional** – The purpose of this committee is to address the professional development concerns of Early Career Engineers in direct support of Mission 3 of the CECD. This committee is responsible for recognizing and evaluating existing

professional development resources and opportunities within ASME with a mind to how they shall best support the professional development of Early Career Engineers and then promoting these resources, services, and other opportunities to promote the engineering profession. This committee consists of 2-3 members of the CECD plus any number of non-voting volunteer members interested in participating.

**d. Executive Committee - Nominating** – The purpose of the Executive Committee is to recognize outstanding Early Career Engineers, recruit them to work with the CECD, and provide a slate of member candidates for election by the committee. In addition, the committee will identify members for leadership roles within the CECD and strategically define the CECD. This team will consist of the Chair, Vice Chair, Past Chair, and Chair of YEC Committee only.

#### **IV. AD HOC COMMITTEES, TASK FORCES, AND PROJECT TEAMS**

Ad hoc committees, task forces, and project teams may be created by the Chair of the CECD as needed for specific short-term projects. They will have a life span of no more than two business meetings (approximately seven months). Any ad hoc committees, task forces, or project teams that require more time than two business meetings will either be assigned as the specific responsibility of one of the standing committees or a new standing committee will be created to complete the project.

#### **V. MEETINGS**

**a. Frequency:** The CECD meets twice a year at face-to-face business meetings (SAM and IMECE) and, in the interim, by teleconference to assess progress and make decisions on new activities.

**b. Notice:** At least one week notice is given for teleconferences and at least one month notice is provided for face-to-face meetings.

**c. Records:** Meeting Minutes are developed by staff and maintained at ASME Headquarters.

**d. Quorum, voting requirements:** For the purpose of conducting business, a quorum is seven voting members.

**e. Meeting Norms:** See [Appendix B](#)

**f. Executive Sessions:** In sessions in which private or sensitive matters are to be discussed, the Chair or Vice Chair may request that all non-involved persons leave the room.

**g. Finances (budget, travel expenses):** N/A

#### **VI. OPERATIONS**

##### **a. Operating Procedures:**

**i. Selection Process:** The SSC will nominate at least one recent SSC representative and the CECD will make the final selection. The CECD will elect the Member-At-Large positions.

**ii. CPDPE Representation:** The member of the CECD that will represent the Committee is the Chair. If the Chair is unable to attend the CPDPE meeting, the Vice Chair will attend or the Chair will select an alternate.

**iii.** The Chair of the CECD shall be empowered to act on behalf of the CECD on urgent matters. The Chair shall notify all CECD members of significant action in writing or electronic means. If within four weeks after such notification, three votes of disapproval are received by the Chair, the matter shall be referred to the entire CECD for resolution.

#### **VII. FINANCIAL**

**a. Budgeting Procedures:** N/A

- b. **Fiscal Responsibilities:** N/A
- c. **Reporting Procedures:** N/A

#### **VIII. BALANCED SCORECARD PERFORMANCE**

N/A

#### **IX. DEDICATED SERVICE AWARDS**

N/A

#### **X. REVISIONS TO OPERATION GUIDE**

- This Operation Guide shall become effective following initial adoption by the CECD with approval by a majority of CECD voting members and acceptance by the Center for Professional Development, Practice & Ethics (CPDPE).
- This Operation Guide may be amended when appropriate. Amendments shall require the approval of a majority of the CECD voting members.

#### **XI. APPENDICES**

- [Appendix A](#) – Vision and/or Mission Statement(s)
- [Appendix B](#) – Meeting Norms
- [Appendix C](#) - Organizational Chart

## **Appendix A – Vision and/or Mission Statement(s)**

**VISION:** To ensure that ASME is the premier provider of professional, technical, and career development resources and to provide the direction to make ASME an irresistible society to early career professionals worldwide.

**MISSION 1:** To encourage and provide professionals the technical resources to continue to update their competence and keep pace with the demands for technical excellence.

**MISSION 2:** To advance the career development of early career professionals by providing learning resources, opportunities for leadership and participation, mutual learning and support, and access to senior leaders in the profession.

**MISSION 3:** To recognize and promote quality and innovation in the professional development of professionals and be an advocate for the professional growth of early career professionals in industry and within ASME.

## Appendix B – Meeting Norms

1. No side meetings
2. Have fun and relax
3. Be on time
4. Established break times
5. Be courteous
6. State all concerns at meeting
7. Listen
8. Agenda before hand w/relevant information
9. Review meeting action items, include dates and times
10. Rotate facilitators / known facilitators
11. Focus on critical tasks
12. Establish time frame for discussions
13. Don't judge ideas during brainstorm
14. End on time
15. No interruptions, don't dominate
16. Teams for discussion breakout
17. OK to walk around during meeting
18. Time keeper
19. Raise your hand to discuss
20. Everyone has a fair chance to speak their mind (expand discussion time)
21. Time for discussion is up to facilitator
22. Agreement on voting item
23. Include discussion in minutes comments
24. Stay focused and on time
25. No rehashing
26. Table/parking lot for future discussion
27. Please turn off all cell phones and pagers for the duration of the meeting.

**Appendix C – Organizational Chart**

