

# 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). Voting for all positions will be held at the prior IMECE meeting.

- Chair
  - 3 years
- Vice Chair
  - 3 years
- Past Chair
  - 3 years
- Seven Members-At-Large
  - 1 year, renewable twice (for a total of 3 years)
- 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
- Special Invitee (determined by Chair)
  - One meeting

#### b. Membership criteria:

- At the time of his/her original appointment, the individual would be receiving their B.S. degree within one year and would not have graduated more than 10 years ago. 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 a 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.
- There will be approximately 10 conference calls per year. Each member of the Committee must be able to call-in to 7 of the calls. Each member of the Committee must also serve on at least 2 project team, and actively participate in that project teams conference calls and activities. If not, the Chair may appoint a replacement member for the remainder of that member's term.
- If any member of the Committee misses 2 consecutive face-to-face 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. In the event that the Chair is unable to fulfill his or her responsibilities, a new Chair will be elected from the membership of the CECD for the remainder of the Chair's term at the next face-to-face voting meeting.

**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. In the event that the Vice Chair is unable to fulfill his or her responsibilities, a new Vice Chair will be elected for the remainder of the Vice Chair's term from the membership of the CECD at the next face-to-face voting meeting.

**c. Past Chair**

**i. Roles, duties:**

- Assist the Chair in the following ways: first year – leadership transition, second year - strategic goals, and third year – new membership.

**ii. Selection process:**

- The office of Past Chair will be filled by the immediate past Chair of the CECD.

**iii. Absences and filling vacancies:**

- In the event that the Chair and Vice Chair are unable to serve, the Past Chair will attend to the business of the CECD on a temporary basis. The Chair will appoint a person to serve the duties of Past Chair in the temporary absence of the Past Chair. In the event that the Past Chair is unable to serve, the Chair

will appoint a replacement for the remainder of the Past Chair's term, preferably a previous Chair of the committee.

### III. BOARDS, EXECUTIVE COMMITTEES AND STANDING COMMITTEES

**a. 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

- a. *ME Today*** - The purpose of this project team is to assist in the publication of the ASME early career engineer online news magazine *ME Today*. *ME Today* is published at least 4 times per year (February, April, September, November). This project team is responsible for the content and subject matter of *ME Today*. The content should be timely and critical information that early career engineers can use to assist them in advancing their careers, their professional awareness and skills, better understand the practice and business of engineering around the world, and/or help them to balance their personal/professional lives. This project team consists of 2-3 members of the CECD plus any number of non-voting volunteer members interested in participating.
- b. Early Career Forum (ECF)** – The purpose of this project team is to lead and/or assist with the planning and execution of ECFs at the national, international, district, and/or local levels. This project team is responsible for serving as the liaison to the Old Guard Committee for the Old Guard Early Career Forum Grants. This project team consists of 2-3 members of the CECD plus any number of non-voting volunteer members interested in participating.
- c. Early Career Development Series (ECDS)** – The purpose of this project team is to plan and execute an ECDS with at least five sessions at a minimum of 1 national conference per year. The sessions will consist of a variety of technical topics relevant to the early career engineer. This project team is responsible for collaborating with other sectors, divisions, etc. on the content for the sessions. This project team consists of 2-3 members of the CECD plus any number of non-voting volunteer members interested in participating.
- d. Early Career Technical Conference (ECTC)** – The purpose of this project team is to plan and execute an ECDS with at least five sessions at a minimum of 1 national conference per year. The sessions will consist of a variety of technical topics relevant to the early career engineer. This project team is responsible for collaborating with other sectors, divisions, etc. on the content for the sessions. This project team consists of 2-3 members of the CECD plus any number of non-voting volunteer members interested in participating.

### 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**

See [Appendix D](#)

## **IX. 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.

## **X. APPENDICES**

- [Appendix A](#) – Vision and/or Mission Statement(s)
- [Appendix B](#) – Meeting Norms
- [Appendix C](#) – Organizational Chart
- [Appendix D](#) – Balanced Scorecard Objectives & Program Prioritization

## **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.

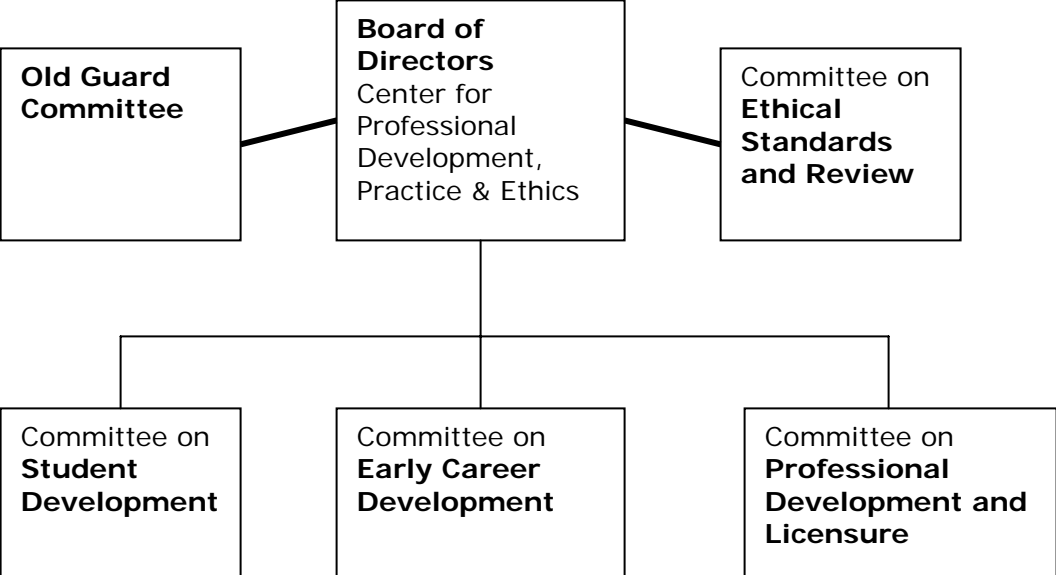
**MISSION 2:** To advance the career development of early career professionals by providing learning resources, opportunities for leadership and participation, mutual learning and support, and access to senior leaders in the profession.

**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**



## **Appendix D – Balanced Scorecard Objectives & Program Prioritization**

### **C2 – Become indispensable to Young Engineers (a.k.a. Early Career Engineers)**

#### Objective Statement:

Develop products and services that emphasize practical, solution-based industry-focused information and networks that engineers with less than ten years experience need to succeed in their jobs and advance their careers. Package and present the information in a manner that reflects their work environment (industry or product oriented, multidisciplinary in nature and useful for solving the problems they encounter) and that promotes their involvement with the Society.

Determine the best value proposition that appeals to each of the various major sub-markets of early career engineers and employ effective programs and services that demonstrably increase the value of ASME to that population.

#### Measurement:

- Percentage of members in the 20-39 age group
- Early career engineer participation in and use of ASME programs and services

#### Target:

- Support ASME's overall goal of 2% annual growth in percentage of members who are 20-39
- Establish baseline through existing database and track; target of 2% annual growth

#### Initiative:

- Strategic Initiative for Early Career Engineers
- Young Engineer Correspondents Affinity Group

#### Joint responsibility with:

- All Sectors

#### Relating / Supporting Programs:

- Early Career Engineer Development
- Professional Development
- Professional Licensure
- Old Guard Programs
- Diversity and Outreach
- Internship Hub
- Distinguished Lecturers Program

## **Appendix D cont. – Balanced Scorecard Objectives & Program Prioritization**

### **I3 – Increase and expand market relevant content**

Objective Statement:

Identify, seek and facilitate content development in areas of strategic importance to ASME and of interest to its customers.

Measurement:

- Increase searchable archival content of ME Today and Mechanical Advantage periodicals

Target:

- 25% increase in content

Initiative:

- Increase solicitation of articles of value to early career engineers and students

Joint responsibility with:

- Services

Relating / Supporting Programs:

- Public Awareness Initiatives
- Strategic Communications