

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 Career and Professional Advancement (hereafter referred to as the CCPA).

Authority: The CECD is an entity operating in concert with the CCPA 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 (Annual Meeting). 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
 - 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 project teams, and actively participate in the 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 CCPA 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 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

Publishing - The purpose of this project team is to assist in the production of appropriate content for early career engineers. 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.

Strategic Partnering – The purpose of this project team is to leverage internal/external partnerships and work with ASME units, external organizations, and industry who demonstrate active and long term commitment to expanding and sustaining global impact upon early career engineers. Additionally, this team will provide support for early career program planning at all levels. The team will serve as the liaison to the Old Guard Committee and will be responsible for the available Old Guard Early Career Grants. members interested in participating.

Event Planning – The purpose of this project team is to plan and execute live and/or on-demand early career events. This project team is responsible for developing specific, measurable, achievable, realistic and timely (SMART) events for early career engineers.

V. MEETINGS

a. Frequency: The CECD meets twice a year at face-to-face business meetings (Annual Meeting 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 A](#)

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. CCPA Representation: The member of the CECD that will represent the Committee is the Chair. If the Chair is unable to attend the CCPA 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 (BSC)

The CECD supports the Enterprise/Center BSC Strategies per ASME's strategic direction. Refer to the ASME website for the latest ASME BSC.

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 Career and Professional Advancement (CCPA).
- 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](#) – Meeting Norms
- [Appendix B](#) – Center for Career and Professional Advancement Organizational Chart

Appendix A – 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 beforehand 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
24. Stay focused and on time
25. No rehashing
26. Table/parking lot for future discussion
27. Please turn all cell phones and pagers to silent mode for the duration of the meeting.

Appendix B – Center for Career and Professional Advancement Organizational Chart

