

ASME Offices for Selection from the Nominating Committee & Job Descriptions

		<u>Office</u>		<u>Annual Meeting</u>					
				2009	2010	2011	2012	2013	2014
Board of Governors	President	1	1	1	1	1	1		
	Member-At-Large	3	3	3	3	3	3		
Centers	VP Education			1			1		
	VP Leadership & Diversity		1			1			
	VP Professional Development, Practice, and Ethics	1			1				
	VP Public Awareness	1			1				
Codes & Standards	VP Standardization & Testing	1			1				
	VP Nuclear Codes & Standards		1			1			
	VP Pressure Technology Codes & Standards		1			1			
	VP Safety Codes & Standards			1			1		
	VP Conformity Assessment			1			1		
Institutes	VP IGTI			1			1		
	VP IPTI		1			1			
Knowledge & Community	VP Technical Communities			1			1		
	VP Global Communities		1			1			
	VP Affinity Communities	1			1				
	VP Financial Operations	1			1				
	VP Programs & Activities			1			1		
Strategic Management	VP Government Relations			1			1		
Total Offices for Selection		9	9	11	9	9	11		

Centers

Vice President - Professional Development, Practice and Ethics

Term: Three years, commencing at the Annual Meeting following election, in accordance with a schedule established by the Board of Governors. Additional service as the same Vice President may occur after an interruption of one or more years or following a partial term.

Role Within the Society Government: The Vice President, Professional Development, Practice and Ethics is a voting member of the Centers Sector Board and reports to the Centers Sector Board from the Center for Professional Development, Practice and Ethics regarding its activities, programs, policy responsibilities, requests for information, study, review, recommendations, etc. As a member of the Centers Sector Board, the Vice President is available for assignment to ad hoc committees, special projects, or appointment to represent ASME and the Centers Sector in other organizations.

Role Within the Board: The Vice President provides vision and leadership in determining the strategic direction of Board activities and the alignment of those activities with the aims of the Society. The Vice President serves as Chair of the Board of Directors of the Center for Professional Development, Practice & Ethics and, as such, has the responsibility to call meetings of the Board. More specifically, the Vice President guides the Board in the audit and review of on-going Society Policies and delegated and initiated program responsibilities of the Center, directs appointments to the Center's Board of Directors, and oversees the activities, programs, organizational structure and work of the standing and ad-hoc committees of the Board.

Scope and Responsibilities of the Center for Professional Development, Practice & Ethics Board: The Board of the Center for Professional Development, Practice & Ethics, under the direction of the Centers Sector Board, is responsible for maintaining an understanding of the contemporary issues facing the practice of engineering and the implications for the development of engineering students and continuing development of practicing engineers, particularly in their early careers. The Board serves as an advocate for standards of professional practice and ethics for all engineers and engages (solely and in collaboration with other Society entities) in research, electronic publishing, awards, plus competitions and other events aimed at having the broadest possible reach and impact for the Society. In the furtherance of its work, the Board engages in externally supported program development and research projects through the ASME Foundation, corporations and government/non-profit granting agencies and in significant fundraising of individual donations for student and early career engineer development through the Old Guard program.

Time Required of Vice President: The Center for Professional Development, Practice and Ethics' Board meets two times a year (during the Congress and the Annual Meeting). For special concerns, a third meeting can be called. Teleconferences supporting various projects and current issues are common. The Centers Sector Board also meets two times a year (Congress and the Annual Meeting).

Financial Commitment: Some travel support may be provided in accordance with Society Policy for attendance of the Vice President at meetings of the Centers Sector Board and the Center for Professional Development, Practice and Ethics Board of Directors. The remainder of expenses must be carried by the individual, except in the case of direct involvement in externally funded projects that contain provisions for travel support.

Centers

Vice President - Professional Development, Practice and Ethics - continued

Examples of Recommended Candidate Experience: Current or very recent experience at or above the engineering mid-management level in industry or the senior levels in engineering education or government is important. A track record of leadership within ASME or similar volunteer organization is a notable plus. A demonstrated ability to communicate the positive value and impact of engineering on society and of the global potential of ASME to be a resource for developing engineering students and engineers shall be highly valued in a candidate for this position.

Examples of recommended Leadership Competencies:

- Ability to work collaboratively at the strategic and policy level
- The ability to synthesize and communicate a compelling vision of the future of the ASME role in the development of engineering students and engineers and motivate volunteers.
- Possesses a global view and record of leading diverse, cross-cultural and international groups
- Experience with and thorough knowledge of the issues facing practicing engineers and global industry
- Driven by the pursuit of strategic value-added content and impact. Not simply “activity-driven”. Comfortable with project management and Balanced Scorecard approaches to assessing programs
- Possesses relationships with external organizations in the corporate, government and non-profit sectors that would be an advantage to ASME and the Center for Professional Development, Practice & Ethics.
- A track record of entrepreneurship and attracting corporate, government and/or foundation funding

1/30/06 (Adopted)
10/20/08 (Revised)

Centers

Vice President - Public Awareness

Term: Three years, commencing at the Annual Meeting following election, in accordance with a schedule established by the Board of Governors. Additional service as the same Vice President may occur after an interruption of one or more years or following a partial term.

Role Within the Society Government: The Vice President, Public Awareness, is a voting member of the Centers Sector Board and reports to the Centers Sector Board from the Center for Public Awareness regarding its activities, programs, policy responsibilities, requests for information, study, review, recommendations, etc. As a member of the Centers Sector Board, the Vice President is available for assignment to ad hoc committees, special projects, or appointment to represent ASME and the Centers Sector in other organizations.

Role Within the Board: The Vice President serves as Chair of the Center for Public Awareness. As such the Vice President has the responsibility to call meetings of the Center. More specifically, the Vice President guides the Center in the audit and review of on-going Society Policies and delegated program responsibilities of the Center, directs appointments to the Center's Board of Directors, and oversees the activities, programs and work of the standing and ad-hoc committees of the Board.

Scope and Responsibilities of the Center for Public Awareness Board: The Center for Public Awareness, under the direction of the Centers Sector Board, has supervision of those programs and activities related to communicating the value and impact of engineering on the quality of life, and promoting public awareness of engineering across all segments of the public. The Board's activities are conducted through the Committees on Pre-College Education, Strategic Communications, and History and Heritage.

Time Required of Vice President: The Center for Public Awareness's Board meets two times a year (during Congress and the Annual Meeting). For special concerns, a third meeting may be called. Teleconferences supporting various projects and current issues are common and shall be held at least twice annually (a minimum of one teleconference between Congress and the Annual Meeting).

The Centers Sector Board meets two times a year (Congress and the Annual Meeting).

Financial Commitment: Some travel support may be provided in accordance with Society Policy for attendance of the Vice President at meetings of the Centers Sector Board and the Center for Public Awareness Board of Directors. The remainder of expenses must be carried by the individual.

Examples of Recommended Candidate Experience: Recent experience as an ASME Vice-President, Chair of the ASME Committees on Pre-College Education, History and Heritage and/or Strategic Communications and/or member of the Center for Public Awareness Board; ASME Representative to strategic and/or corporate partners, such as Girl Scouts, EWB-USA, EWeek Coalition; or Chair of any other major Sector Standing or Project Committee. Additional examples of experience may include, but are not limited to: District Leaders; Regional Vice Presidents on a District (or Regional) operating board; Section Chairs; and/or outside leadership in other professional Societies. A demonstrated ability to communicate the positive value and impact of engineering on society shall be highly valued in a candidate for this position.

Centers
Vice President - Public Awareness - continued

8. Examples of recommended Leadership Competencies:

- Ability to synthesize and communicate a compelling vision of the future of ASME public awareness activities, including a demonstrated dedication to celebrating and elevating the mechanical engineering profession
- Leadership and participation in diverse, cross-cultural groups and/or teams, including articulated commitment to public awareness activities aimed at ensuring the engineering profession's diversity and inclusiveness
- Understanding of ASME's organizational structure, governance and operations shall be highly valued, such as Balanced Scorecard methodology, including ability to apply BSC objectives and methodology to unit programs and budgets in collaboration with volunteer peers and staff
- Ability to work collaboratively at the strategic and policy level
- Ability to maintain and establish relationships with external organizations in the corporate, government and non-profit sectors that would be an advantage to ASME; including the ability to articulate and represent ASME's mission and vision both internally and externally to key stakeholders and partners

1/30/06
Revised 10/08

Codes and Standard

Vice President - Codes and Standards Standardization & Testing

Term of Office: Three years, commencing at the Annual Meeting following election, in accordance with a schedule established by the Board of Governors. Additional service as the same Vice President may occur after an interruption of one or more years or following a partial term.

Role Within the Society Government: The Vice President, Standardization & Testing (S&T), is a voting member of the Codes and Standards Board of Directors (BoD). As such, the Vice President participates in meetings of the BoD and reports to the BoD on activities and recommendations of the Board on Standardization & Testing. As a member of the BoD, the Vice President contributes to the BoD strategic planning and performance monitoring. The Vice President also serves as a voting member of the Board on Codes and Standards Operations (BCO). The Vice President may be called upon to serve on ad hoc committees and special projects or to represent ASME and the BoD in other organizations. The Vice President may, to the extent consistent with Society Policy, “speak for the Society” on issues within the charter of the Board on Standardization & Testing.

Role Within the Operating Board: The Vice President serves as Chair of the Board on Standardization & Testing. The Vice President presides at meetings of the Board and performs such other duties customarily associated with the office.

Key Accountabilities (Job Functions): The Vice President:

- provides leadership for strategic planning activities of the Board
- is an advocate for industry and government acceptance of ASME Codes, Standards and Conformity Assessment programs
- oversees Standardization & Testing Programs

Time Requirement: The Board on Standardization & Testing usually meets two times a year; the Codes and Standards Board of Directors usually meets three times a year. These are normally one-day meetings. Additionally, the Vice President may be called upon to attend ASME functions normally associated with the Annual Meeting and International Mechanical Engineering Congress of the Society, serve on special projects, or represent ASME at meetings of a special nature. The Vice President also interacts regularly with Standardization & Testing staff in support of ongoing activities.

Financial Support: The Vice President shall be willing and able to commit the time and resources needed to fully participate for the term of office.

Codes and Standard
Vice President - Codes and Standards Standardization & Testing – continued

Key Attributes (Knowledge, Skills and Abilities): The Vice President shall:

- be able to deal effectively with differing, strongly held views of stakeholders
- have experience in leading volunteer C&S activities requiring difficult negotiations to reach a consensus.
- have strong communication skills
- be able to work at a policy board level
- be able to work collaboratively with others
- demonstrate leadership skills
- exhibit strong commitment to the Society and Codes and Standards cascaded objectives
- be able to articulate and promote the Board’s vision and mission
- possess knowledge, experience, and competency with specific issues facing Standardization & Testing, including:
 1. Proactively work with government agencies regarding the adoption and acceptance of codes and standards via regulations or administrative rules.
 2. Promote the use and acceptance of standardization & testing codes and standards internationally
 3. Facilitate in navigating the constantly changing legal landscape (e.g. standards developers as potential targets, copy-right infringement issues)
 4. Assist in ensuring that standardization & testing codes and standards are technically relevant and reflective of market needs
- have a perspective and/or background that increases diversity in the Board
- possess a clear understanding of the organizational structure, governance, and operations of ASME.
- develop or enhance relationships with other societies and organizations that have constituencies or functions of mutual interest to the Board

Additional Comments:

The Vice President shall have:

- broad engineering expertise
- broad Codes and Standards experience
- a membership grade of ASME Member or higher
- preferably, a minimum of three years experience on Board on Standardization & Testing

Knowledge and Community
Vice President - Affinity Communities

Term of office: Following his/her nomination at the Annual Meeting (AM), the candidate will serve as a VP Nominee-Elect for one year prior to taking office at the next Annual Meeting. The term of office is for three years. The candidate may be asked to serve as a Past VP advisor by his/her successor when the term of office has been completed.

Role Within the Society Government: The Vice President, Affinity Communities, is a voting member of the Knowledge and Community (K & C) Board of Directors (BoD). As such the Vice President participates in meetings of the K & C BoD and will report periodically to the K & C Board from the Affinity Communities Operating Board (ACOB) regarding the activities, programs and policy responsibilities related to the Affinity Communities operations. The Vice President will also serve as a representative and advocate for the Affinity Communities (volunteers and members) on the K & C Board. The Vice President is available for assignment to Standing Committee(s), special projects, or other Ad Hoc committee(s) deemed necessary by ASME or the K & C Senior Vice President.

Role Within the Operating Board: The Vice President serves as Chair of the Affinity Communities Operating Board, which leads and coordinates the common operations and activities of the affinity units (PeerLink Communities, Affinity Groups and Special Committees). The Vice President will provide active leadership aimed at achieving Society goals and objectives and fostering collaborative efforts between units within Affinity Communities as well as throughout the K & C Sector. The Vice President has the authority to appoint Ad Hoc committee chairs in support of the Operating Board's programs and activities.

Scope and Responsibilities: The Vice President recruits, selects and trains members of the operating board and serves as a resource to the board members. The Vice President is responsible for ensuring the programs and activities of the Affinity Communities units are in adherence to ASME's and K & C's balanced scorecards and that ASME's goals and objectives are achieved. This responsibility entails communicating clear objectives, providing the necessary resources (monetary, tools and expertise), encouraging and motivating volunteer officers, monitoring activity for new business opportunities and monitoring and measuring achievement. The Vice President provides assistance, (when needed), for the formation of new PeerLink Communities and Affinity Groups and other special committees. The Vice President is expected to plan and implement programs within the ACOB's specified budget.

Time Requirement: The Vice President is required to attend meetings of the K & C BoD (AM, IMECE and LTC) in addition to any stand-alone meetings of the ACOB. Other meetings and travel obligations might be necessary, dependent upon the requirements of the K & C BoD and the ACOB. Day-to-day duties will be conducted via telephone, e-mail and webcasts. Expected weekly time requirement (excluding travel) is ten to twelve hours.

**Knowledge and Community
Vice President - Affinity Communities - continued**

Recommended Candidate Experience: It is recommended that candidates for this position have volunteer leadership experience within a member unit such as Affinity Groups, Technical Groups, Technical Divisions, Districts (formerly regions), Sections or other special interest committees. Volunteer experience in other areas of ASME or other professional societies is considered a plus.

Recommended Candidate Leadership Competencies: Candidate must have a demonstrated level of achievement in motivating and leading volunteers and in developing, planning and organizing programs. Candidate must be capable of articulating and promoting the organization's vision and mission and be committed to achieving the key Society objectives as described in the Balanced Scorecard strategy map. Experience or knowledge of the latest social networking tools such as PeerLink, LinkedIn, Facebook and others is highly recommended. The candidate's skills should also include the ability to work at a policy board level and to work collaboratively with others. The candidate should possess excellent leadership, communications and planning skills.

Knowledge and Community
Vice President - Financial Operations

Term of office: Following his/her nomination at the Annual Meeting (AM), the candidate will serve as a VP Nominee-Elect for one year prior to taking office at the next Annual Meeting. The term of office is for three years. The candidate may be asked to serve as a Past VP advisor by his/her successor when the term of office has been completed.

Role Within the Society Government: The Vice President, Financial Operations is a voting member of the Knowledge and Community (K & C) Board of Directors (BoD). As such the Vice President participates in meetings of the K & C Board and will report periodically to the K & C Board from the Financial Operations Operating Board regarding the fiscal health of the K & C Sector and the member units. The Vice President will direct and oversee the financial activities of the K & C Sector and assist the Senior Vice President (SVP) in developing and monitoring the K & C Sector's budget and in resource allocation to the K & C member units. This includes interfacing with the Committee on Finance and Investment (COFI) during the Society's budget development process. The Vice President is available for assignment to Standing Committee(s), special projects, or other Ad Hoc committee(s) deemed necessary by ASME or the K & C Senior Vice President.

Role Within the Operating Board: The Vice President serves as Chair of the Financial Operations Operating Board, which leads and coordinates the common fiscal, and business operations and activities of the K & C BoD, the VP operating boards (Global, Affinity, Technical and Programs & Activities) and all the member units (Technical Groups, Districts, Technical Divisions, Sections, Student Sections and Affinity Groups and PeerLink Communities). The Vice President will provide active leadership aimed at fostering an entrepreneurial spirit and in introducing a business oriented approach to member unit operations. The Vice President has the authority to appoint Ad Hoc committee chairs in support of the Operating Board's programs and activities.

Scope and Responsibilities: The Vice President oversees an operating board tasked with monitoring both the K & C Sector and unit fiscal health against established metrics and will provide support and assistance when needed or requested. The Vice President will provide periodic reports to the SVP and the K & C BoD on the status of the K & C Sector budget and overall fiscal health. The Vice President recruits, selects and trains members of the operating board and serves as a resource to the board members. The Vice President is responsible for ensuring resources are used in accordance with achieving the goals and objectives of ASME and the K & C Sector.

Time Requirement: The Vice President is required to attend meetings of the K & C BoD (AM, IMECE, LTC and COFI) in addition to any stand-alone meetings of the Financial Operations Operating Board. Other meetings and travel obligations might be necessary, dependent upon the requirements of the K & C BoD and the Operating Board. Day-to-day duties will be conducted via telephone, e-mail and webcasts. Expected weekly time requirement (excluding travel) is eight to ten hours.

Knowledge and Community
Vice President -Financial Operations - continued

Recommended Candidate Experience: It is recommended that candidates for this position have volunteer experience within a technical or geographic member unit such as Technical Groups, Technical Divisions, Districts (formally regions) Sections or other special interest committees. Experience in other areas of ASME or other professional societies is considered a plus.

Recommended Candidate Leadership Competencies: Candidate must have a demonstrated level of achievement in motivating and leading volunteers and in developing, planning and organizing programs. Candidate must be capable of articulating and promoting the organization's vision and mission and be committed to achieving the key Society objectives as described in the Balanced Scorecard strategy map. Knowledge or experience (either work related or professional society) with budget development, financial management, business planning, project management and/or strategic planning is essential. The candidate should possess excellent communications, teamwork and planning skills.