

Example of Proposed Nominee Selection Procedures

Date: October 19, 2008

To: NAME – Managing Director, Centers
NAME – SVP Centers
NAME – outgoing VP
NAME – outgoing VP

From: NAME, Chair of the YEAR Nominating Committee

Cc: NAME, Secretary of the YEAR Nominating Committee
Warren Leonard, Managing Director Governance
RuthAnn Bigley, NC Staff Coordinator
YEAR Nominating Committee Representatives - Centers

Subject: Upcoming Nominations for Society Office

Dear Colleagues:

(NAME or NAMES of out going VP positions) will be concluding their VP positions in June of (YEAR).

Once again, it is time to evaluate individuals in your unit of ASME as possible nominees for the officer positions in your Sector. The Nominating Committee requires each Unit to propose a minimum of 2 candidates for each Vice President position.

Vice President – 3 year term to begin June 2010.

Centers – (Position up for election)
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You may also wish to consider potential nominees for the offices of President and the three Board of Governor positions.

President – 1 year term

Board of Governors - 3 to be elected – 3 year term

When evaluating individuals for your Vice President positions, consider the long and short-term issues they face, the operating style/culture, and leadership competencies most critical for effective leadership in your unit's environment.

I have attached the "Letter of Intent" which will need to be submitted to the Nominating Committee on or before March 15, (YEAR). Once the letter is received, our NC Staff Coordinator

will be in touch with the candidate to guide him/her through the process. We hope the additional guidance this year will enable the candidate to stay on track with their deadlines so they may focus on their presentation.

The Nomination Packet and other necessary documents will be available on the Nominating Committee Website by the end of January (YEAR). You will be notified once the site has been updated.

I look forward to working with your Sector and candidates this year.

Thank you in advance and feel free to call me with any questions.

Chair, 2009 Nominating Committee

Examples of Leadership Competencies include:

Ability to

- Work at a policy board level.
- Work collaboratively with others.
- travel and commit resources
- Ability to work across sectors and internationally
- Demonstrated leadership experience.
- Commitment to and ability to articulate and promote a unit's vision and mission.

Knowledge

- Knowledge, experience, and competency with issues facing the unit (need to know/name specific issues).
- A perspective and/or background (e.g. industry, academia, other sectors of ASME) that increases diversity in the unit.
- Interest, understanding, and commitment of society's need for the units activities.
- A clear understanding of the organizational structure, governance and operations of ASME.
- Relationships or memberships with other societies and organizations that have specific constituencies or functions of mutual interest to the unit (potential collaborators).
- History of active participation in local, regional, and/or national level of ASME or other professional organizations.

Skills

- Strong leadership skills
- Excellent communication skills
- Skill in planning
- Skill in advocating in public forms
- Skill in negotiating

Observe individuals to see when and how they demonstrate key competencies in their current roles.

LETTER OF INTENT

To be considered for Office in ASME.

(To be received by March 15, YEAR)

Date:

To: RuthAnn Bigley
ASME
3416 Washington Commons Avenue
Kennesaw GA 30144
bigleyr@asme.org

I, _____, wish to advise you that my name is being advanced
(name)

by the proposer shown below for the office of _____.
(position)

Sincerely,

(signature) (date)

Nominee's address: _____

Phone #: _____
e-mail: _____

** Please note: Any Member of the Society or any organized unit of the Society may propose Nominees.**

Proposer's Name: _____
Proposer's address: _____

Phone #: _____
e-mail: _____