

**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.

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**Vice President - Affinity Communities - continued**

**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.

**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.