

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.

**Knowledge and Community
Vice President -Financial Operations - continued**

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.

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.