

Strategic Initiatives and New Products Committee Operating Guide

1. Purpose

This Operating Guide shall define the organization and activities required to fulfill the charge of the ASME Strategic Initiatives and New Products (SINP) Committee as defined by the ASME Constitution, By-Laws, and Policies, and by the Assignment of Duties from the Strategic Management Sector Board of Directors (SMBOD).

1.1 Authority

The authority granted to the SINP Committee shall be that defined by the Constitution, By-Laws, and Policies of the Society.

1.1.1 References

- (a) Appendix A: Constitution and By-Laws (B-5.1, B-5.7.2.5)
- (b) Appendix B: Society Policy (P-2.9, P-4.4.6, P-4.8)

1.2 Responsibilities

The SINP Committee, under the direction of the SMBOD, shall provide insight through internal and external sources for initiatives and new products and services that further ASME strategic objectives. The Committee will address issues of importance to the identification and implementation of strategic initiatives as tasked by the ASME Board of Governors. It makes recommendations for the improvement of organization-wide processes, and the development of new products and services to the SMBOD and to the Board of Governors.

1.2.2 The Assignment of Duties to the SINP Committee by the SMBOD shall annually list any additional responsibilities.

1.2.3 Specific policy responsibilities for the SINP Committee are contained in Society By-Laws B-5.7.2.5. These shall be reviewed annually, and any changes deemed necessary or desirable shall be recommended to the SMBOD for appropriate action.

2. Organization

The SINP Committee shall consist of six voting members: a chair, and five members-at-large. These members-at-large shall be elected by the SINP Committee and approved by the SMBOD. The Director, Strategic Initiatives shall be a non-voting member of the Committee.

2.1 Committee Terms

The term of each member shall be three years, with the terms of not more than two of these members ending at the close of each Summer Annual Meeting. A

member customarily serves no more than two consecutive terms, but may be nominated for an additional term by the SINP Committee if that individual's continued service of unique or unusual value to the work of the Committee.

2.1.2 To ensure that the committee has the range of expertise required for its activities, its ranks may include non-ASME members who provide special competence in the workforce development needs. In selecting the nominees for SINP, the committee will seek the following collective competencies:

- a. Experience in working at an advisory committee level.
- b. Ability to work collaboratively with others.
- c. Demonstrated leadership experience.
- d. Ability to articulate and promote the vision and mission for strategic initiatives and new products in ASME.
- e. Knowledge, experience, and competency with market research and new product development.
- f. Knowledge about one or more of the strategic initiatives assigned by the Board of Governors.
- g. Good mix of industry, academic and government backgrounds.
- h. Experience in the global engineering environment.
- i. Willingness to commit time and other resources needed to fully participate in the advisory committee.

2.2 Officer Terms and Responsibilities

The Chair of SINP shall be recommended by the Committee and appointed by the Senior Vice President, Strategic Management for a three-year term and may serve two terms, without regard to member-at-large term. The next member-at-large term to be filled as a consequence of this extension will be for the next available length of time, not contradicting member-at-large guidelines. The Chair must be knowledgeable of the various aspects of SINP Committee and SMBOD operations. The responsibilities of the Chair are to support, coordinate, and facilitate the work of the SINP and to guide the Committee to achieve the objectives established by the Society. Specifically the Chair shall report to the SMBOD on behalf of the SINP Committee, preside over SINP meetings, designate a member of the SINP to preside in the Chair's absence, appoint subcommittees, assign duties to members and sub-committees, maintain continuity of SINP activity, prepare the annual report, correspond in behalf of the SINP, and prepare meeting agendas.

2.3 Sub-Committees

2.3.1 Standing sub-committees of the Committee shall be established by the SINP as a whole and may consist of SINP members only.

2.3.2 Ad-hoc sub-committees of the Committee may be established at the discretion of the Chair and may include members who are not SINP or ASME members.

2.4 Support Staff

ASME staff support shall be provided to the SINP Committee and its sub-committees by the Director, Strategic Initiatives or his/her designee.

3. Operation

3.1 Meetings

The SINP Committee usually holds two business meetings a year; one normally at the Society's International Mechanical Engineering Congress and Exposition, and one other meeting scheduled at the Summer Annual Meeting.

3.1.1 *Robert's Rules of Order*, Revised, shall govern the conduct of meetings of the SINP Committee, unless the Committee adopts special rules and procedures to govern deliberations on particular items of business. The meetings shall be conducted in a manner to preclude conflict with the Constitution, By-Laws, and Policies of the Society. Meetings of the SINP shall be open to all members of the Society.

3.1.2 The quorum for each meeting of the SINP Committee shall be three voting members of the Committee. In the absence of a quorum, those members present may adjourn the meeting to a later time or another date, or they may solicit sufficient proxies from absent members to satisfy the quorum requirement. To be valid, each proxy shall be in writing (e-mail or facsimile is acceptable) and shall identify the member granting it, the member to whom it is granted, and the meeting for which it is effective.

3.2 Funding

Each member of the SINP Committee is eligible for travel expense contribution in accordance with Society Policy P-4.4.6 for attendance at business meetings of the SINP.

3.2.1 The Chair, or Committee members designated to represent the Chair, is eligible for travel expense contribution for Committee business that is pre-approved by the Senior Vice President, Strategic Management.

3.2.2 In the event that the SMBOD assigns responsibilities to the SINP beyond the usual scope of activities, special budgets may be requested for the purpose of accomplishing those responsibilities.

3.2.3 The Chair of the SINP shall work with the Director, Strategic Initiatives to prepare an annual budget request to SMBOD for funds to accomplish the activities assigned to the SINP.

3.3 Reports

An annual report on the activities of the SINP Committee shall be prepared and submitted to the SMBOD on or before each Summer Annual Meeting of the Society.

3.3.1 Other reports shall be submitted to SMBOD when required by specific assignments.

4. Adoption and Amendments

This Operations Guide shall become effective following initial adoption by the SINP with approval by a majority of SINP Committee voting members.

4.1 This Operations Guide may be amended when appropriate. Amendments shall require the approval of a majority of the SINP Committee voting members.