



Volunteer Position Description Nominating Committee Member (NC)

About ASME:

ASME is a professional engineering membership society steered by volunteers and staff, under the guidance of a Board of Governors. We prioritize diversity, encompassing a variety of experiences, thoughts, and demographic backgrounds. All associated individuals uphold the ASME Constitution, By-Laws, and Society Policies.

Role of the Nominating Committee:

The Nominating Committee strives to be diverse, equitable and inclusive. The Committee identifies and nominates exemplary members for the Society's Board of Governors Member-at Large positions. Eligible ASME Members then vote on these candidates via an annual ballot. All members of this committee must attend its meetings and actively contribute.

Key Responsibilities:

- Identify potential candidates.
- Participate in training sessions to enhance decision-making.
- Ensure compliance with all ASME regulations.
- Recommend improvements to the selection process and committee procedures.
- Consider the position of Vice Chair during the first year as a voting member and then move to the Chair position in the second year as a voting member.
- Participate in subcommittees as needed.

Commitment:

Three-year term commitment:

- Year 1: Alternate members attend all meetings.
- Year 2-3: Serve as a Voting Member.

Attendance and Travel:

All members must attend various on-line meetings throughout the year. Unsatisfactory attendance may lead to exclusion from the Selection Meeting.

Once a year, all members travel to the Selection Meeting. ASME provides a travel expense contribution per its policies.

Qualifications:

We seek individuals with senior-level experience, especially from larger organizations or those familiar with hiring senior roles. Ideal candidates have:

- Experience hiring senior-level roles in business or academia.
- Board member experience in large organizations.
- Significant project responsibilities in their current or past roles.

Volunteers appointed to the Nominating Committee should,

- Be active ASME volunteers familiar with Society operations.
- Handle confidential information discreetly.
- Foster trust and collaboration among committee members.
- Stay committed and engaged in committee activities.

PROPOSED MEETING SCHEDULE		
MONTH	DURATION	TOPIC
August	1.00 hours	Organization meeting
September	1.00 hours	Business meeting
October	1.00 hours	Meeting as needed
March	4.00 hours (includes preparation/review time)	Preliminary Candidate Review
April - May	1.00 hour	Meetings as needed
June	Two - Three days	Selection Meeting (in-person) – All NC members (Voting and Alternates), Consultants and Advisors

For More Information:

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