

SOCIETY POLICY

QUALIFICATIONS OF ASME OFFICERS AND GOVERNORS AND REQUIREMENTS OF SERVICE

I. PREFACE

Constitution Articles C4.1.2, 4.1.3, and 4.1.4 identify the Officers of the Society and the qualifications for office. By-Laws 4.3.2 through 4.3.6 specify the duties of these offices. The President as a result of being an Elected Governor is the only Officer of ASME who is elected by the membership. By-Law B4.3.2 notes that the President is the chief elected officer..

To assure qualified Governors and officers are selected and serve these roles, this policy defines additional qualifications for each Officer and Governor and requirements of the positions.

II. PURPOSE

- A. To list the general qualifications desired in all Officers and Governors of ASME;
- B. To list the specific requirements of the various administrative levels of the positions;
- C. To describe the leadership development provisions; and
- D. To explain the financial conditions pertaining to the Officers and Governors of ASME.

III. POLICY

- A. General qualifications of Officers and Governors
 - 1. As trustees and leaders, Officers and Governors are expected to possess high qualities of character, vision, leadership, responsibility, and broad understanding of the Society.
 - 2. Since Officers and Governors must appear before many groups, they should possess the ability to speak effectively before an audience.
 - 3. Officers and Governors in ASME should be individuals of experience, high standing, and active participation in the work of the Society.
 - 4. All Officers and Governors of the Society should refrain from serving on units of the Society when that service could compromise the impartial fulfillment of their duties or impose an undue influence on the decisions of the unit.

B. Requirements of office specific to the President

1. The President stands before the public and the members as the recognized leader of the Society. The President presides over the Business Meetings of the Society and the meetings of the Board of Governors. The Presidential Manual further describes in detail the responsibilities and duties of the President.
2. The President is called upon to address members of the Society at various gatherings and is expected to represent the Society in speaking before other organizations. The President has the opportunity to contribute a President's Page in MECHANICAL ENGINEERING, ASME News, and the Annual Report. From time to time, as the occasion warrants, the President may find it necessary or desirable to communicate to the entire membership by letter or other means.

C. Requirements specific to the members-at-large of the Board of Governors.

1. The Board of Governors is the top policy-making body of the Society and, in the end, is responsible and accountable for the success or failure of ASME. The voting members of the Board are the Elected and Appointed Governors serving staggered three-year terms. The Board has been kept small by design and there is no room on it for even one ineffective, marginal, or incompetent person. A Governor needs not only to be reasonably well acquainted with most of the activities of this very large organization that is ASME, but they should also be aware of what has happened in the recent past, so mistakes made ten years ago are not repeated. A Governor should know ASME well enough to assess what is likely to succeed and what is almost sure to fail. The responsibilities of the Governors are further defined in the Board of Governors Operation Guide.
2. A member of the Board of Governors is chosen to serve the Society as a whole. A Governor does not represent any group, and thus has no constituency. Therefore, a proposed nominee should be avoided who gives evidence of wanting to become a member of the Board as a representative of some particular unit in the work of the Society.

IV. PROCEDURE**A. Leadership Development**

1. The newly nominated Officers and Governors should have already attained and demonstrated a significant level of leadership development and be capable of operating as an Officer or Governor prior to their selection. Following their nomination, Officer and Governor nominees should begin a period of additional training for their leadership position which continues until they assume their official responsibilities. Leadership training should consist of participating in the leadership programs offered by the Volunteer Orientation and Leadership Training Academy which are relevant to the nominee's position. Additionally, at a minimum, the nominee should attend unit meetings with and learn from the person whose term they are

succeeding. Additional formal meetings may be arranged so that the incoming Officers and Governors may become acquainted with the organization, policies, operational procedures, and fiscal statement of the Society.

B. Financial considerations for Officers and Governors.

1. Volunteer Officers and Governors of the Society serve without financial compensation. However, provision is made in Society Policy P-4.5, Travel Expense Reimbursement, for reimbursement of expenses associated with travel, under specific circumstances.
2. Volunteer Officers and Governors should have sufficient resources (both time and material) to handle routine Society business promptly. Some reasonable financial contribution by either the Officer and Governor or their employer for expenses related to routine Society business is a normal expectation.

Responsibility: Nominating Committee

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