



Volunteer Position Description Nominating Committee Member (NC)

About ASME:

ASME is a not-for-profit professional organization that enables collaboration, knowledge sharing, and skill development across all engineering disciplines, while promoting the vital role of the engineer in society.

All associated individuals uphold the ASME Constitution, By-Laws, and Society Policies.

Role of the Nominating Committee:

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.

| <u>PROPOSED MEETING SCHEDULE</u> | | |
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| <u>MONTH</u> | <u>DURATION</u> | <u>TOPIC</u> |
| 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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