

ASME Scholarship Committee MAL Position Description

Unit: EE – Scholarship Committee
Position: Member-at-large (MAL) **alumni engagement** – 1 position available
Term of Service: 1-year, renewable up to 3-years

The Scholarship Committee administers the annual scholarship program, awarding scholarships to high-achieving ME/MET students, with a financial need, each academic school year. The committee is expanding its core activities to engage its alumni of winners, reach more diverse students, collaborate with various ASME stakeholders and other groups across the society to meet specific goals.

Role within the committee:

The MAL position will be an important part of the committee's work to develop programs based on the Scholarship Committee's strategic priorities. This MAL position will focus on the following goals:

Connecting and building engagement with Alumni Scholars

- Fostering and cultivating engagement and community within and between different cohorts of the award recipients, donors and other volunteer groups.
- Incorporating more scholarship alumni in the work of the scholarship committee.
- Encouraging more scholarship alumni to continue their participation and leadership in ASME.
- Support planning for the Annual Scholarship Awards Event

Primary responsibilities:

MAL will focus on working creatively with a sub-committee to come up with innovative ideas to expand the scholarship program. MALs are expected to take initiative in leading the sub-committee in organizing meetings, developing agendas, scheduling and tracking sub-committee milestones, creating planning documents, recruiting and managing new sub-committee volunteers, and other efforts to accomplish scholarship committee goals. SROI Metrics will be identified, and a plan put in place to quantify relevant metrics to measure the success of strategic priorities. The sub-committee shall have its own specific procedures & guidelines, specific activities, and measures of success.

Secondary responsibilities:

Each spring, the scholarship committee selects qualified evaluators to review and rank scholarship applications and you may be asked to participate between March and April. Due to the dynamic and evolving nature of the scholarship committee, flexibility and initiative to take on changing and new roles is often required.

Desired skills/experience:	Project Management Team Building Project Execution Self-starter	Responsibility & Time Management Communication (written and oral) Social Media Marketing
Desired volunteer experience:	Strong interests in advocating for scholarship development Previous ASME volunteer experience Early Career Engineers are encouraged to apply	
The type and frequency of communication necessary to fulfill this position:	Executive conference calls (quarterly) Sub-Committee conference calls (monthly) Email (weekly) In-Person, once annually	
Approximate average weekly time commitment:	2-3 hours	