

## ASME Scholarship Committee MAL Position Description

Unit: EE – Scholarship Committee  
 Position: Member-at-large (MAL) **fundraising** – 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:

Supporting and implementing fundraising efforts

- Support fundraising activities for new or existing scholarships
- Engaging ASME divisions and other groups society wide to encourage them to consolidate their scholarship funds through the Foundation and through the Scholarship Committee’s centralized selection process.

**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.

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