



**TECHNICAL & ENGINEERING COMMUNITIES SECTOR (TEC)
COUNCIL NOMINATION INSTRUCTIONS AND FORM
Open Position: Vice Chair (1)**

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF YOUR NOMINATION PACKET

1. Nomination Packets shall be completed and submitted to TEC by **July 6, 2026**. The Packet should be limited to a **MAXIMUM of 5 pages (without including pages for the employer and optional reference letters)**.

2. Below is a general description of each section in the Nomination Packet.
 - A. Proposed Nominee's contact information.
 - B. An optional photograph of the proposed nominee (a .jpg or similar file type - max size 700KB) can be inserted into the nomination form or attached in the email submission. A business headshot or passport photo style is preferred.
 - C. Please indicate the position you are applying for and indicate if you would like to be considered for any of the other positions listed.
 - D. In the section entitled Business and Professional Qualifications, please include your educational and professional background, as well as volunteer activities and affiliations inside and outside ASME. An existing resume or C.V. can be used in this section but should be limited to **TWO pages**.
 - E. Application Letter - The application letter should provide a short (**2 page limit**) explanation of how the candidate meets the specific criteria in the leadership qualifications and requirements listed for this position. This letter shall highlight your unique qualities that would provide a special perspective of your strengths, purpose and goals and how they can be utilized to best identify and meet market needs.
 - F. Letter from Employer - Include a letter of support on company letterhead, signed by your supervisor. The letter should indicate the role you're applying for, your employer's support for your volunteer activities, etc.
 - G. Letters of Reference (OPTIONAL) - Candidates are encouraged to supply at least one and no more than three letters of reference, either from ASME leadership or outside of the ASME community, from people who have firsthand experience observing the individual's leadership skills.

3. For information about the TEC Sector, visit these helpful links:
 - A. [TEC web page](#)
 - B. [TEC Operation Guide](#)

4. Completed Nomination Packets should be submitted in electronic PDF format no later than **June 22, 2026** to asmetec@asme.org.

TEC SECTOR NOMINATION PACKET

Section A – Contact Information

Today's Date: _____

Nominee's Name: _____

Occupation(s): _____

Address: _____

Phone Number(s): _____

E-mail(s): _____

ASME.org Profile Link: _____

ASME Membership Grade: _____

Years of Membership: _____

Section B (optional) – Nominee's Photo

Insert a .jpg or similar file (max size 700KB) below or attach to the email with this form.

<Insert photo file here>

Section C – Desired Position:

For a full description of the TEC Sector Council Leadership Qualifications, see Attachment A of the [TEC Sector Operations Guide](#).

- Member-at-Large** (Two-year term beginning July 1, 2026)
The **Member-at-Large** shall address tasks assigned by the SVP of importance to member engagement and recognition. This implies an ability to engage and oversee task forces or committees that align ASME directives with member desires (e.g., Honors & Awards).

- Other positions for future consideration**
In addition to the above desired position, please indicate below any other position(s) for which you would like to be considered for in the future:
 - Senior Vice President
 - Vice Chair
 - Member-at-Large

Nominee's Signature

Section D – Business and Professional Qualifications

Please include in this section your educational and professional background, as well as volunteer activities and affiliations inside and outside ASME. An existing resume or C.V. can be used in this section but should be limited to **TWO pages**.

Section E – Application Letter

The application letter should provide a short (**TWO page limit**) explanation of how the candidate meets the specific criteria in the leadership qualifications and requirements listed for this position.

Section F – Letter from Employer

Letter of Support on appropriate company letterhead and signed by applicant's supervisor. It shall indicate the role you are applying for, acknowledge that the role is significant, and that the employer is willing to provide the applicant the necessary time to do the job (approximately 5 to 15 hours per week).

Section G (Optional) – Reference Letters

Letters of Support specific to this ASME nomination, with signatures, may be attached at the end of the Nomination Packet. Up to three (3) letters will be accepted; letters shall be one page in length.

As indicated in the ASME Policy P14.6, please use your judgment when using stationery with the ASME logo:

Policy 14.6 - "Members of ASME committees, boards, or other units must use care and good judgment in the use of ASME letterheads and envelopes. A letter written on ASME stationery must clearly distinguish personal comments and opinions of the writer from official positions of ASME based on the ASME Articles of the Constitution, By-Laws, Society Policies, rules, procedures, or voted actions of units of ASME. This exercise of care is necessary so that it is clear to the reader that the writer is not representing ASME in all comments on an ASME letterhead or material enclosed within an ASME envelope."