



## Heat Transfer Executive Committee Opening – Secretary

The ASME Heat Transfer (HTD) is seeking dedicated volunteers to serve as a Secretary to the division's leadership team by providing insight, support, and representation across a range of initiatives. This role is ideal for professional engineers who are passionate about heat and mass transfer.

### **OBJECTIVE**

The Heat Transfer Division's objective is to enhance the theory and application of heat and mass transfer in equipment and thermodynamic processes in all fields of mechanical engineering and related technologies. This focus spans a range of physical and time scales.

The Heat Transfer Division brings together leading experts in academia, national laboratories, and industry.

### **QUALIFICATIONS**

1. Strong written communication skills and attention to detail.
2. Demonstrate organizational and administrative ability.
3. Familiarity with ASME [Technical and Engineering Communities \(TEC\) Sector](#) and ASME policy.
4. Experience in heat transfer or relevant technical fields.

### **RESPONSIBILITIES**

- Prepare and distribute minutes for Executive Committee Meeting and Coordinating Committee Meeting within 2 weeks after the meeting.
- Accurately document and archive agendas, minutes, attendance, and action items for all Executive Committee meeting in the division SharePoint files.
- Distribute a copy of the duties of the Executive Committee members yearly.
- Keep the Division Operating Guide up to date with respect to the activities of TEC and HTD.

- Update the historical list of Division officers and committee chairs each year.
- Check and update the duties list for the Secretary.
- Coordinate with ASME staff liaisons

### **COMMITMENT DETAILS**

1. Participation in all HTD Executive Committee meetings (monthly virtual meetings, two in-person annually, plus additional ad-hoc meetings).
2. Ongoing administrative duties averaging **2–5 hours per month**, with increased activity during Division event planning cycles.

### **HOW TO APPLY**

Interested candidates should submit their application for consideration by the HTD Executive Committee. All submissions will be carefully reviewed to assess alignment with the division's goals and leadership needs. Selected applicants may be invited to participate. An interview may be part of the evaluation process. Please send a CV/resume and statement of interest to the HTD Chair Milind Jog [jogma@ucmail.uc.edu](mailto:jogma@ucmail.uc.edu) and the Sr. Manager, TEC Operations, April Tone [ToneA@asme.org](mailto:ToneA@asme.org).