



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.

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.

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,

- Uphold the ASME Constitution, By-Laws, and Society Policies.
- 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.

PROPOSED MEETING SCHEDULE		
<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
January – February	5.00 hours (includes preparation and review time)	Preliminary Candidate Review
March - May	1.00 hour	Meetings as needed
June	Two - Three days (includes travel days)	Selection Meeting (in-person) – Attendance is mandatory for all NC members, consultants and advisors

Attendance and Travel:

All members must attend various on-line meetings throughout the year. Failure to maintain satisfactory attendance may result in exclusion from the committee.

Once a year, all members travel to the final Selection Meeting. ASME provides a travel expense contribution per its policies.

For More Information:

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