



## **POSITION DESCRIPTION**

### **ASME President**

#### **OVERVIEW**

The affairs of the Society shall be managed by a Board of Governors (BOG) chosen from its membership which shall have full control of the activities of the Society, subject to the limitations of the Constitution and By-Laws, Society Policies and the laws of the State of New York. The voting members of the BOG shall consist of the President, the most recent available past President, nine members-at-large and the President elect. (C4.1.1)

B4.3.2 The President shall be the chief elected officer of the Society. The individual shall preside at all Business meetings of the Society and of the Board of Governors and shall perform other duties as the Board may from time to time prescribe. The President may not be an employee of the Society.

By tradition, the President is the senior volunteer public spokesperson for ASME, in conjunction with the ASME Executive Director/CEO, representing ASME in both ceremonial and substantive roles in public forums and in interactions with other organizations.

#### **TERM**

- a. One Year as a President-elect, one year as President, and one year as Immediate Past President
- b. Past President for life with an invitation into the Committee of Past Presidents

#### **ROLES**

- a. Serves as a Corporate Officer of the ASME; and
- b. Serves as Member of the ASME Board of Governors

#### **DESCRIPTION OF RESPONSIBILITIES**

- a. Serves as Chair of the Board of Governors (BOG), setting the agenda and guiding the BOG to fulfill its responsibilities to ASME. The President leads, maintains order and sets the tone of discussion at the BOG meetings;

- b. Performs duties of Board membership responsibly and conforms to the level of competence expected from Board members, including the legal responsibilities of care, loyalty and obedience;
- c. Oversees management of the ASME: owns and provides guidance with respect to the Vision, Mission, Strategy and Volunteer Organizational Structure for Society;
- d. Exercises independent business judgment to act in what is reasonably believed to be the best interests of the ASME, its members and the public and not on behalf of any individual, entity or interest group;
- e. Oversees the establishment of effective systems for the periodic and timely reporting to the Board of important matters concerning the ASME, including, current business and financial performance; future business prospects and forecasts; financial statements with appropriate segment or divisional breakdowns; compliance programs to assure ASME's compliance with applicable law and corporate policies; material litigation, governmental and regulatory matters; monitoring and where appropriate, responding to communications from members;
- f. Directs the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, including ensuring adequate resources are available to achieve its mission;
- g. Works in collaboration with the Past President, and Sr. Vice Presidents, and Executive Director/CEO to respond to institutional threats and opportunities;
- h. Conducts activities and take actions as a Board. Individual Governors may only act as individuals when so charted by the President and acknowledged by the full Board of Governors;
- i. Prepares for, attends, and actively participates in Board activities, including educational sessions, as well as serves on special committees, task forces or other special projects as may be assigned;
- j. Review and approve meeting minutes and provide feedback to verify accuracy;
- k. Discloses any real or perceived personal conflict of interest with matters before the Board, or which might otherwise conflict with the fiduciary responsibilities of a member of the Board to the ASME;
- l. Keeps information confidential until disclosure to the public has been authorized by the Board of Governors or its designee;
- m. Complies with all governance documents and external laws, including the law that protects ASME's tax exempt status – United States Internal Revenue Code Section 501(c)(3);
- n. Exhibits the highest standards of collaboration and collegiality;

- o. Provides leadership in achieving ASME's vision, mission, and goals, and the corresponding strategies, plans, and budgets to achieve them;
- p. Participates in strategic planning and program evaluation;
- q. Identifies, encourages, nominates and mentors candidates for higher volunteer positions within ASME;
- r. Represents ASME to stakeholders and act as an ambassador for the organization;
- s. Acts as a mentor to the Governor-elects;
- t. Keeps current on developments in the ASME's core technologies; and
- u. Contributes to and approves annual performance evaluation of the Executive Director/CEO.

## **ELIGIBILITY**

- a. Must be an ASME member in good standing; and
- b. Must be of ASME Corporate Member grade or higher.

## **QUALIFICATIONS AND SKILLS**

- a. Respects the Board process;
- b. Demonstrated business acumen, experience and ability to exercise sound judgments in matters that relate to the current and long-term objectives of the ASME and willingness and ability to contribute positively to the decision-making process of the ASME;
- c. Extensive experience, knowledge and understanding of business systems, including financial responsibilities, strategic development and implementation;
- d. Working knowledge of the ASME and its fields of interests, values and reputation, activities, mission, governance and organizational structure, legal landscape, finances, goals, needs, and strategic direction;
- e. Working knowledge of the fiduciary responsibilities of a Governor - care, loyalty and obedience;
- f. Ability to listen, analyze, think clearly and creatively, present with an open mind, work well with people individually and in a group;
- g. Ability to cultivate and recruit Board members and other volunteers;
- h. Interest and ability to understand the sometimes-conflicting interests of the various constituencies of the ASME, which include members, employees, customers,

governmental units, creditors, and the general public and to act in the interests of the ASME as a whole, all members and the public;

- i. Honesty, integrity and adherence to high ethical standards;
- j. Excellent relationship skills and the ability to:
  - interact with the public, other organizations and diverse communities on a global scale;
  - motivate others;
  - negotiate compromise and resolve differences;
  - maintain positive working relationships and capability to set direction;
- k. Ability to adhere to strong governance practices;
- l. Excellent communication skills;
- m. Familiarity with the basics of Robert's Rules of Order; and
- n. Prior relevant volunteer experience.

## TIME REQUIREMENTS

Item	
<b>Agenda/Material Review</b> <ul style="list-style-type: none"> <li>• Board of Governors meetings</li> <li>• Financial reports including budgets</li> </ul>	3 in-person meeting per year 2-3 teleconference meeting (each meeting requires at least an hour to review agendas and appendices.)
<b>In-Person meetings:</b> <ul style="list-style-type: none"> <li>• Board Orientation</li> <li>• Board Retreat</li> <li>• Board of Governors Meetings</li> </ul>	1 day (once per year) 1-4 day/meeting 3 in-person meeting per year 2-3 teleconference meeting
<b>Teleconferences</b>	As needed

## REIMBURSED EXPENSES

Ordinary and necessary ASME travel expenses are reimbursed in accordance with ASME policies.

## STAFF CONTACT

Name: Allian Pratt  
Telephone: (212) 591-8338  
Email: [pratta@asme.org](mailto:pratta@asme.org)

Name: Susie Cabanas  
Telephone: (212) 591-8896  
Email: [cabanass@asme.org](mailto:cabanass@asme.org)