

SOCIETY POLICY

IGTI and IPTI ROLES AND RESPONSIBILITIES

I. PREFACE

- A. Article C2.1.1 of the ASME Constitution lists among the purposes of the Society the following:
 - 1. "Promote the exchange of information among engineers and others", and
 - 2. "Broaden the usefulness of the engineering profession in cooperation with other engineering and technical societies."
- B. By-Law B5.5.1.1 describes the Institutes Sector as:
 - 1. "Under the direction of the Board of Governors", and
 - 2. "Responsible for the activities of the Society relating to ASME Institutes and ASME business and unit incubation activities."
- C. Society Policy P-16.3, Guide for Formation of Institutes provides information on the definition and description of institutes provides a guide for the formation of new institutes as well as oversight, evaluation and sunset provisions.

II. PURPOSE OF POLICY

- A. To provide guidance on the operations of the International Gas Turbine Institute (IGTI) and the International Petroleum Technology Institute (IPTI).
- B. To clarify the authority, roles and responsibilities of the IGTI and IPTI Boards and ASME staff.
- C. To record an agreement between the Board of Governors and the Boards of IGTI and IPTI.

III. DEFINITIONS AND DESCRIPTIONS

- A. Both IGTI and IPTI are led by a separate Board. When the term "Institute Board" is used in procedures (below) this refers to a specific Institute, either IGTI Institute Board or IPTI Institute Board.
- B. "Managing Director" used below refers to a specific Managing Director of either IGTI or IPTI.

IV. PROCEDURES

1. The recruitment of the Managing Director of each ASME Institute shall be an ASME headquarters staff responsibility with criteria obtained from and recommended selection by each Institute's Board.
2. Each Institute's Board, with concurrence by the ASME Executive Director, shall have authority to terminate the employment of the Managing Director of their Institute. Also, the ASME headquarters staff termination procedures shall be followed.
3. With concurrence of the Institute's Board and the ASME Executive Director, the Managing Director of an Institute shall have the authority to select ASME staff personnel reporting to him/her. In consultation with the Institute's Board and in accordance with the ASME personnel policies, ASME Headquarters Human Resources shall be responsible for the development of the salary range of staff reporting to the Managing Director of an Institute. The primary recommendation to pay a specific amount within the salary range shall rest with the Managing Director of an Institute, with the concurrence of the Institute's Board and the ASME Executive Director.
4. With the concurrence of the Institute's Board and the ASME Executive Director, the Managing Director of an Institute shall have the authority to make the decision to terminate the employment of ASME staff personnel reporting to him/her. In this event, the ASME headquarters staff termination procedures shall be followed.
5. The Managing Director of an Institute shall report to that Institute's Board through the Chair. The Managing Director of an Institute shall be responsible to the ASME Executive Director to ensure that the Institute's technical, operating and administrative activities conform to ASME Policy.
6. The goals and policies of an Institute are set by that Institute's Board, as established by the Assignment of Duties. It shall be the responsibility of the Managing Director of an Institute to plan and implement the programs necessary to accomplish the goals and administer the policies.
7. In consultation with other members of the Institute's Board of Directors and the ASME Executive Director, the Chair of each Institute shall prepare and sign the performance appraisal form for the Managing Director of their respective Institute and submit it to the Executive Director for review and for proper personnel retention. The Managing Director of an Institute shall have only one performance appraisal form placed in his/her personnel file annually and that will be one initiated by the Chair of the Institute's Board and reviewed by the ASME Executive Director. Further, in consultation with other members of the Board, it will be the responsibility of the Chair of the Institute's Board to recommend to the Executive Director the salary level for the Managing Director of their Institute subject to review by the Executive Director/Staff Performance Review Committee (EDSPRC).
8. The Managing Director of an Institute shall be responsible for preparing and signing the performance appraisal for all staff members reporting to him/her. He/she will also be responsible for recommending to the Chair of their respective Institute's Board and the ASME Executive Director, the salary level for those staff members, subject to review by the Executive Director/Staff Performance Review Committee (EDSPRC).

9. This policy represents an agreement between the Board of Governors and each Institute's Boards. Any changes to this policy shall follow due process including full consultation with each Institute's Board and the ASME Board of Governors.

Responsibility: Institutes Board

Adopted: April 25, 2008
(editorial changes 7/12)