

## **SOCIETY POLICY**

### **SELECTION, NOMINATION AND APPOINTMENT OF SENIOR VICE PRESIDENTS**

#### **I. PREFACE**

- A. By-Law B4.1.6.4 states,

Any vacancy in the office of senior vice president ... shall be filled by the Board of Governors.

- B. Society Policy P-4.4, Appointment of ASME Volunteer Personnel to Non-elected Positions, covers nomination and appointment guidelines for all other non-elected volunteer positions.
- C. Society Policy P-4.3, Qualifications of ASME Elected Officers, covers the positions of elected officers.
- D. By-Laws B5.3.1.3, B5.4.1.3, B5.5.1.3, B5.6.1.3 and B5.7.1.3 specify each of the sectors' requirements for selection of candidates for senior vice president.
- E. Article C4.1.4 of the Constitution states:

A senior vice president shall be a corporate member of the Society who has reached at least the grade of Member. He or she shall serve a term of three years. Additional service as the same senior vice president may occur after an interruption of one or more years or following a partial term.

#### **II. PURPOSE**

- A. To provide guidelines for selection, nomination and appointment of volunteers to the position of Senior Vice President.
- B. To provide the procedure leading to appointment.

#### **III. POLICY**

Each of the five sectors is chaired by a Senior Vice President.

- A. Sector Senior Vice President Position Description

The following is a general position description for all Senior Vice Presidents. This description may be supplemented by information that each sector specifies in its operation guide pertaining to its particular Senior Vice President position.

1. Role Within the Society Government

Senior Vice Presidents are officers of the Society and represent their sectors at the meetings of the Board of Governors, and the Committee on Finance and Investment whenever required. Senior Vice Presidents are the prime channel of communication between their sectors and the Board of Governors and the other sectors of the Society.

The Senior Vice President leads the sector in conducting its programs to accomplish the goals specified in ASME's strategic plan.

2. Role Outside ASME

Senior Vice Presidents are expected to interact with government, business and academic leaders worldwide, as required to further the goals of the Society. They may authorize position statements of their respective Sectors in accordance with Society Policy P-15.1. Senior Vice Presidents may be appointed to represent ASME in other organizations or in joint activities with other groups.

3. Role Within the Sector

A Senior Vice President has the executive decision-making authority to foster the goals of the Society within the framework of the Society Constitution, By-Laws and Policies, and the constraints of the sector's budget authority.

A Senior Vice President:

- a. Is the senior officer of the sector and chairs the sector meetings,
- b. Works closely with the chairs of the various units and boards within the sector to achieve their missions in support of the Society and in the development of the plans and metrics to assure the best use of Society resources,
- c. Works closely with the senior staff of his or her sector to execute successful programs, and is the volunteer leader who is responsible for budget requests and budget management,
- d. May call special meetings and executive sessions of the sector council.

4. Required Attendance at Meetings

Senior Vice Presidents are expected to:

- a. Attend and chair regular and special meetings and retreats of their sectors.
- b. Represent the sector at meetings of the Board of Governors, the Committee on Finance and Investment and the Sector Management Committee.
- c. Speak on behalf of their sectors at sector-sponsored administrative conferences of the other sectors.

5. Financial Commitment

Senior Vice Presidents may receive travel expense contributions from ASME as described in Society Policy P-4.5, Travel Expense Contribution, within the constraints of the approved budget for travel for the sector.

B. Individual Qualifications

1. A full understanding of the purposes and objectives of the sector.
2. Experience, judgment, and motivation closely related to the work of the specific sector on which he or she would serve.
3. Broad engineering expertise.
4. Broad leadership and management experience.
5. P.E. registration preferred but not necessary.
6. ASME membership grade – Member grade or higher.
7. Broad Society experience.
8. Additional qualifications as specified for the Senior Vice President position in each sector's operation guide

C. Term of Office

The term of office of Senior Vice Presidents shall be three years, beginning and ending during the second Business Meeting of the fiscal year. Additional service as the same Senior Vice President may occur after an interruption of one or more years or following a partial term.

Should the Senior Vice President be unable to complete the term of office, the sector shall recommend a successor to the Board of Governors to fill the unexpired term, following procedures of Section IV of this Policy.

- D. Guidelines.
1. The operation guide of each sector shall define the sector-specific roles, requirements and necessary qualifications for applicants to the position of Senior Vice President of that sector.
  2. The candidates for a sector's Senior Vice President shall be selected from among its past or present volunteer members of its sector council, as specified in the Society's By-Laws.
  3. Each sector will include procedures for nominations and selection in its operation guide.

#### **IV. PROCEDURE**

- A. The sector that is seeking to select a new Senior Vice President begins and completes its selection process during the second year of the three-year term of the current Senior Vice President, and before the Board of Governors meets during the second Society-Wide Meeting of the fiscal year.
- B. The President shall appoint one or more representatives from the Board of Governors to review the generic requirements with the senior vice president prior to the sector beginning its selection process.
- C. At least two candidates shall have been vetted by the sector council members. The sector council members shall select one candidate and present the name and qualifications of its nominee at the Board of Governors' meeting during the second Society-Wide Meeting of the fiscal year that occurs at the end of the second year of the three-year term of the current Senior Vice President. This presentation is to be in written format that is similar to the Nominating Committee Application form, and contain questions to be addressed by the applicants including but not limited to:
1. What are the significant operational issues facing the sector, and how would you address these issues?
  2. What are your plans to promote the activities of the sector towards achieving the Society's goals?
  3. What future goals do you propose?
- D. The nominee shall appear before the Board of Governors to present his or her qualifications and to address questions from the Board of Governors. At this meeting, the current Senior Vice President shall speak on behalf of the proposed nominee.

- E. The Board of Governors reviews, deliberates, and approves or disapproves the sector's nominee at the September meeting of the Board of Governors following its meeting during the second Society-Wide Meeting of the fiscal year referred to in paragraph IV.B.
- F. If the nominee is approved as the new Senior Vice President, the term will begin at the end of the three-year term of the current Senior Vice President.
- G. If the nominee is not approved, the sector presents its second nominee to the Board of Governors at the November meeting. The Board of Governors reviews, deliberates and approves or disapproves the sector's second nominee at the following April meeting of the Board of Governors.
- H. In the event the Board of Governors does not approve the sector's second nominee, the Board of Governors will select an interim Senior Vice President to serve for one year, and the sector will begin the selection process again in time to present another nominee to the Board of Governors during the second Society-Wide Meeting of the fiscal year. If this third nominee is approved, the term will begin at the end of the one-year term of the interim Senior Vice President.
- I. The Board of Governors, the sector's immediate past Senior Vice President and senior staff member have the responsibility to mentor and support the newly selected Senior Vice President for that sector.

Responsibility: Board of Governors

Adopted: November 16, 2001

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