Volunteer Position Description
Nominating Committee Member (NC)

About ASME:
ASME is a not-for-profit professional organization whose purpose is to advance engineering for the benefit of humanity. ASME 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 applicants.
- Participate in training sessions to enhance decision-making.
- Ensure compliance with all ASME regulations.
- Recommend improvements to the selection process and committee procedures.
- 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.
- 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.

Qualifications:
We seek individuals with senior-level professional experience with a range of skills noted below. Relevant experience may include, but is not limited to:

- Experience hiring senior-level roles in business or academia.
- Board member experience in large organizations.
- Significant project responsibilities in current or past roles.
- Financial and strategic planning expertise
- Revenue-model, financial sustainability, or long-term organizational planning.

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		
MONTH	DURATION	TOPIC
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 Application Review
March - May	1.00 hour	Meetings as needed
June	Two - Three days (May include travel. Format determined by ASME)	Selection Meeting– Attendance is mandatory for all NC members, consultants and advisors

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

The final Selection Meeting format is determined by ASME and may require travel. ASME provides travel reimbursement per its policies.

For More Information:
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