Position Description

Position Title: HPVC Latin America Director

Reporting committee: Human Powered Vehicle Challenge (HPVC) Committee

Term of Position: 4 years
Start Date: January 2020
Term Start Date: October 2020
Term End Date: September 2023
Terms are 3 years with 1 year overlap to train the incoming Director
Year 1 Director in Training
Years 2 & 3 Director
Year 4 Director and training the incoming Director

Position description:
Each year there will be four HPVC competitions held at the ASME Engineering Festivals (E-Fests) globally with a potential for an increase in the number of competitions.

1. Asia Pacific (currently in India)
2. South America
3. N. America (North, South, East, or West)
4. N. America (North, South, East, or West)

Each competition is organized by a Director, Head Judge, ASME staff, and volunteers at the host school. There is one Director and one Head Judge per competition globally.

Responsibilities of the Director include:
- Improve the HPVC, to the highest extent possible, as an active ASME HPVC committee member.
- Lead efforts in planning and logistics of one competition every year.
- Regularly communicate with the host to provide guidance in planning the upcoming competition.
- Regularly communicate with Head Judges, Host School, and HPVC Committee ensure competition logistics are meeting ASME rules, safety, and schedule requirements.
- Work with the host to generate the competition schedule and organize logistics.
- Obtain, review, and provide feedback on competition budgets with the host.
- Ensure competition information is posted accurately and in a timely manner.
- Aid the Head Judge in reviewing courses as necessary (lead course set-up efforts if possible)
- Serve as the Director at the assigned competition including:
  - Lead registration for HPVC
  - Ensure the host’s questions are answered
  - Aid the competition judges as necessary
  - Continually monitor the competition to ensure it’s running smoothly
  - Interface often with ASME staff often to ensure HPVC is supported

Revised: 26/8/19 by E.Guevara
Role within Society Governance:
The HPVC Directors are voting members of the HPVC Committee. The HPVC Committee is a subcommittee of the Student Programs Committee within the Student and Early Career Development Sector of ASME.

Recommended Candidate Qualifications:
Prior HPVC experience is required for this position. Undergraduate students are not eligible for this position. Candidates preferably should have served in a leadership position within ASME or in other organizations. The candidate should possess excellent communication, teamwork, and organizational skills.

Important Skills Necessary:
- Public speaking
- Conflict resolution
- Analytically minded
- Highly organized
- Clear and effective communication
- Motivating and empowering others
- Volunteer leadership

Type and Frequency of Communication Necessary to Fulfill This Position:
  - Email (weekly)
  - Competition support conference calls (weekly to monthly depending on the competition need)
  - HPVC committee conference calls (1 hour per month)
  - Competition attendance in person (1 per year)

Travel Requirements:
  - Event: One HPVC competition per year
  - Duration: Typically, 3 days over a weekend plus travel time.
  - Location: Changes annually
  - Support: Travel and accommodations are provided by ASME

Additional Details:
  - Is ASME membership required? Yes
  - Website for further information: https://community.asme.org/hpvc/default.aspx

Contact Information:
  - Name: Eduardo Guevara
  - E-mail: e_guevara@outlookl.com
  - Title: HPVC Latin America Event Director

Application Deadline: November 15, 2019 11:59pm EST

Application Instructions:
Submit the following Candidate Proposal Form and your resume to the contact listed above before the application deadline.

Revised: 26/8/19 by E.Guevara
Candidate Proposal Form
Human Powered Vehicle Challenge Committee

Information:
Positional Applying For: HPVC Latin America Event Director
Today's Date:
Nominee Name:
Location of Residence:
Phone Number:
E-mail address:
Current ASME Membership Grade:
Employer and current Job Title / Tenured / Retired / Independent, etc:
Education / Degrees attained:

Qualifications (Insert additional typing space as needed)

1. Describe and/or list your experiences and leadership positions which have prepared you for this position. Response:

2. Describe and/or list your prior work with the HPVC and other programs for students. Response:

3. Brief Biography of information you would like the selection committee to know. Response:

4. What goals would you propose to achieve with the HPVC? Response:

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