Job Description Worksheet

Unit | Student and Early Career Development Sector
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Position | Member-at-Large

Term | 1 year, with option to renew annually for a maximum total of three years

Role within the Council:

A. Focus on a specific challenge within the Sector as determined/defined by the current Senior Vice President of SECD and the SECD Council (i.e. data analysis, communications, etc.)
B. Work with Staff partner(s) in strategy planning, execution and evaluation.
C. Work closely with other members of the Council, as well as the current Chairs of the three Programming Committees to accomplish the Sector goals within the area of focus
D. Evaluate and vote on all critical decisions brought before the Council
E. Provide leadership and contribute ideas and discussion.
F. Help develop Sector leaders through training and mentorship.
G. Assist with the Portfolio Evaluation Process

List most important leadership skills necessary using the ASME Leadership Skills Matrix as a guide

1. Communication
2. Strategic thinking
3. Experience in the focus area
4. Motivating others/ Volunteer leadership

List desired government, industry, academic or technical experience:

A. Passion for & skills developing students and early career engineers
B. Professional experience in the focus area determined by the Senior Vice President
C. Process development orientation
D. Professional experience with strategic planning

List the type and frequency of communication necessary to fulfill this position

- Email (weekly)
- Conference calls (at least once a month)
- Presentation to other groups (quarterly)
- Face-to-Face meetings (2/year)
- SECD retreat (no more frequently than annually)

<table>
<thead>
<tr>
<th>Meeting/Conference</th>
<th>Duration</th>
<th>Typical Destination(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMECE</td>
<td>2-3 days</td>
<td>North America</td>
</tr>
<tr>
<td>ASME Annual Meeting</td>
<td>2-3 days</td>
<td>North America</td>
</tr>
<tr>
<td>SECD Retreat</td>
<td>TBD</td>
<td>North America</td>
</tr>
</tbody>
</table>