**About ASME**

ASME (American Society for Mechanical Engineers) is a not-for-profit membership organization that enables collaboration, knowledge sharing, career enrichment, and skills development across all engineering disciplines, toward a goal of helping the global engineering community develop solutions to benefit lives and livelihoods. Founded in 1880 by a small group of leading industrialists, ASME has grown through the decades to include more than 130,000 members in 151 countries.

ASME’s effectiveness relies on a network of volunteers and subject-matter experts. Student & Early Career Development is one of the ASME sectors that has a council reporting to the Board of Governors, and some committees comprised of such volunteers and experts.

The SECD will welcome new leadership in July as current Senior Vice President Paul Stevenson completes his term and SVP-Elect Callie Tourigny begins hers. We are excited about some openings for the upcoming term on the Student and Early Career Development Council with this transition.

The Council has several opportunities for volunteers to join in the fiscal year that begins July 2018:

- Members-at-Large focusing on strategic priorities
- Members of the Nominating Committee, participating in the selection of ASME’s senior volunteer leadership
- Alternate members to the Nominating Committee

Specific responsibilities and commitments are outlined in the job descriptions for these positions. This document outlines the work of the SECD in the upcoming fiscal year and we welcome both applicants who have general interest in the SECD sector and those who have specific expertise in a priority area. See “For more information” at the end of this document for information on applying.

**About ASME’s Student and Early Career Development**

The Student and Early Career Development (SECD) Sector, under the direction of the Board of Governors (BOG), is responsible for meeting the needs and providing a voice for students and early career engineers. The SECD’s mission, vision, and strategic objectives are:

**Sector Mission**

Inspiring and empowering post-secondary students and early career engineers to solve global challenges through lifelong learning and practical experience

**Sector Vision**

For every engineering student and early career engineer to have the tools, experience, and confidence to solve the complex challenges facing their local and the global community

**Sector Strategic Objectives**

1. Engage all engineering students and early career engineers from around the world in project- and problem-based learning and practical skill growth
2. Ensure students and early career engineers have pathways for engagement across ASME, preparing them for professional leadership and career advancement opportunities
3. Create opportunities for students and early career engineers to interact with subject-matter experts and industry thought leaders working throughout the world
4. Foster diverse and engaged communities of students and early career engineers to thoroughly research, explore, and share their career experiences and excitement for engineering

What you’ll do
As a member of the SECD Council, you will help ASME continue the success of its current initiatives, scale them, and shape new ones. The current priorities of the SECD include:

- Build on the E-Fest events, expanding successful events and developing the replicable “EFX” concept
- Hold FutureME Mini-Talks at conferences in the US or abroad
- Collaborate with other Sectors on ECE programs that will increase engagement and drive membership and volunteerism
- Increase retention of student members into the early years of their careers
- Improve self-sufficiency and increase revenues
- Reach and serve a truly global constituency
- Explore new ways to communicate to and among student and early career engineers

Your responsibilities to the SECD Council

- Advocate for the interests of student and early-career engineers inside and outside ASME.
- Commit to the term and time commitment outlined in the job description of the role you fill, and have a personal commitment and the support of your employer to devote the time necessary.
- Attend regular meetings in person and/or via telephone. In-person meetings generally occur at ASME’s annual meeting in June and at the International Mechanical Engineering Congress and Exhibition in October/November.
- Share your special knowledge and expertise.
- Deliver status reports on your role and area to the Council at specified meetings.
- Be willing to travel occasionally on Council business, possibly including overseas travel depending on role and function (with the cost supported by ASME).
- Follow ASME guidelines on expenses and reimbursements.

The SECD Council and ASME’s responsibilities to you

- Ongoing appreciation of your time and expertise.
- Both long- and short-term organization and planning so you can manage your schedules and plans.
- Exposure to ASME senior leadership and staff
- Training & support on ASME’s work, the SECD activities, and the administrative processes and procedures for participation.
- Circulation of background and materials in sufficient time for you to participate effectively in meetings and conversations.
- Reimbursement for travel, and for accommodations (based on ASME’s per diem rate, which varies depending on the city. Your out-of-pocket expenses, however, should be minimal).
- Prompt answers to questions about your participation.

For more information
If you are interested in joining the SECD, please contact Cheryl Neas at neasc@asme.org for an application.