Position Description – Chair, Student Programming Committee

1- Role within the committee

The Chair of the Student Programming Committee will have the following role within the committee:
- Call for and chair recurrent and special meetings of the committee
- Work with staff partner(s) in strategy planning, program ideation, execution and evaluation
- Communicate, advise, and direct strategy to Student Program team and SPC committee members.
- Monitor the student programs and make sure that they are consistent and in alignment with ASME strategies and the Sector mission and vision.
- Works closely with team chairs to define success measure for every program and assess them annually.
- Provide leadership and contribute ideas and discussion.
- Identify synergies among programs and activities, collect and communicate best practices
- Lead the program ideation process using an analytical approach.

2- Role within the SECD Council

- Represent the Student Programming Committee in the SECD council.
- Report to the SECD council
- Contribute to and champion the needs of the SPC in the budgeting process
- Advocate students view to council
- Contribute to the sector strategy
- Be an active member of the SECD Council

3- The most important leadership skills necessary using the ASME Leadership Skills Matrix are:

- Communication
- Product/ Program Development
- Strategic Thinking
- Subject Matter Expertise in key ASME Markets
- Motivating others/ Volunteer leadership
- Delegation

4- The suggested frequency of communication necessary to fulfill this position
- Conference calls (once a month)
- Present to other groups (monthly)
- Face-to-Face meetings, generally two per year.

5- Financial Commitment:
The SPC Committee Chair may receive travel expense contributions from ASME as described in Society Policy P-4.5, Travel Expense Contribution, within the constraints of the Sector’s approved budget for travel.