



TEC SECTOR COUNCIL NOMINATION INSTRUCTIONS AND FORM

Open Positions: Vice Chair (2), Member at Large (2)

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF YOUR NOMINATION PACKAGE

1. Nomination Packages shall be completed by **May 17, 2021**. The Package should be limited to a **MAXIMUM of 6 pages (without including pages for the optional reference letters)**.

2. Below is a general description of each section in the Nomination Packet.
 - A. Proposed Nominee's contact information.
 - B. An optional photograph of the proposed nominee (a .jpg or similar file type - max size 700KB) can be inserted in to the nomination form or attached in the email submission. A business headshot or passport photo style is preferred.
 - C. Please indicate the position(s) of which the nominee is interested in applying. The applicant's signature confirms that the nominee understands the amount of weekly time/travel needed to be an effective volunteer.
 - D. In the section entitled Business and Professional Qualifications, please include the educational and professional background of the proposed nominee, as well as volunteer activities and affiliations inside and outside ASME. An existing resume or C.V. can be used in this section but should be limited to **TWO pages**.
 - E. Application Letter - The application letter should provide a short (**2 page limit**) explanation of how the candidate meets the needs of the position. This letter shall highlight the unique qualities that would provide a special perspective of the candidate's strengths, purpose and goals and how they can best be utilized to identify and address market needs.
 - F. In the section entitled Questionnaire, please answer the question posed (**1 page limit**).
 - G. Letters of Reference (OPTIONAL) - Candidates are encouraged to supply at least one and no more than three letters of reference, either from ASME leadership or outside of the ASME community, from people who have firsthand experience observing the individual's leadership skills.

3. Completed Nomination Packets should be submitted in electronic PDF format by **May 17, 2021** to asmetec@asme.org.

TEC SECTOR NOMINATION PACKET

Section A – Contact Information

Nominee's Name: _____

Occupation(s): _____

Address: _____

Phone Number(s): _____

E-mail(s): _____

ASME.org Profile Link: _____

ASME Membership Grade: _____

Years of Membership: _____

Section B – Nominee's Photo – insert a .jpg or similar file (max size 700KB) below, or attach to the email with this form

<Insert photo file here>

Section C – Desired Position:

Select either or both.

Vice Chair

The **Vice Chair** represents the Senior Vice President (SVP) upon absence, while having the skill and experience necessary to communicate and execute ASME strategy. This necessitates significant interaction with the SVP, ASME staff, and the volunteers of ASME to ensure that key performance metrics are met and that policies are followed.

Member-at-Large

The **Member-at-Large** shall address tasks assigned by the SVP of importance to member engagement and recognition. This implies an ability to engage and oversee task forces or committees that align ASME directives with member desires (e.g., Honors & Awards).

In signing, the nominee understands that as a member of the TEC Council, weekly time/travel will be needed to be an effective volunteer.

Nominee's Signature

Section D – Business and Professional Qualifications

Please include in this section your educational and professional background, as well as volunteer activities and affiliations inside and outside ASME. An existing resume or C.V. can be used in this section but should be limited to **TWO pages**.

Section E – Application Letter

The application letter should provide a short (**TWO page limit**) explanation of how the candidate meets the qualifications and requirements appropriate for the desired position(s).

Section F – Questionnaire

Please answer the following question (**ONE Page limit**).

What are your plans to promote the activities of the sector towards achieving the Society's goals?

Section G (Optional) – Reference Letters

Letters of Support specific to this ASME nomination, with signatures, may be attached at the end of the Nomination Packet. Up to three (3) letters will be accepted; letters shall be one page in length.

As indicated in the ASME Policy P14.6, please use your judgment when using stationery with the ASME logo:

Policy 14.6 - "Members of ASME committees, boards, or other units must use care and good judgment in the use of ASME letterheads and envelopes. A letter written on ASME stationery must clearly distinguish personal comments and opinions of the writer from official positions of ASME based on the ASME Articles of the Constitution, By-Laws, Society Policies, rules, procedures, or voted actions of units of ASME. This exercise of care is necessary so that it is clear to the reader that the writer is not representing ASME in all comments on an ASME letterhead or material enclosed within an ASME envelope."