Nominating Committee Member Functions

Chair

The Chair is a Voting Member of the Nominating Committee and directs the activities and presides over all meetings of the Committee. In consultation with the Secretary and NC Support Staff, makes subcommittee appointments, may form ad hoc subcommittees, and is an ex officio member of NC subcommittees. In collaboration with the Secretary, the Chair shall submit a White Paper to the new NC Chair and Secretary on observations and opportunities for improvement of the Nominating Committee.

Duties

- Voting Member of the Nominating Committee
- Directs the activities and presides over all teleconferences/meetings of the Committee.
- In consultation with the Secretary and NC Support Staff, makes subcommittee appointments, may form ad hoc subcommittees, and is an ex officio member of NC subcommittees.
- In collaboration with the Secretary, the Chair shall submit a White Paper to the incoming NC Chair and Secretary on observations and opportunities for improvement of the Nominating Committee.
- Holds weekly meetings throughout the year with NC Support Staff.
- Be responsible for announcing the results of the NC Selection Meeting to the Society at the President’s Dinner on Tuesday Evening at the Annual Meeting.
- If possible, attend IMECE Business Meeting to report Society Officer Election Ballot results
- Collaborates and approves all meeting/training agendas and slide decks.
- NC Committee liaison when needed to communicate with other areas of ASME and volunteers. (Includes but not limited to, Sector SVPs, the Committee of Past Presidents and ASME General Counsel.)
- After serving a one-year term as NC Chair, will serve one year as a non-voting consultant to the NC with a reduced time commitment. The Past Chair is expected to attend all teleconferences/meetings of the Committee.
- Ex officio member of NC subcommittees.

Time Commitment

- Weekly teleconferences with NC Secretary and NC Support Staff — 1 hour
- NC Committee training/teleconferences — 10 to 12 hours during the year. Includes meeting preparation.
- Subcommittee Work — 3 to 4 hours a month, includes prep work and meeting times.
• NC Selection Meeting, arriving on Saturday morning through the President’s Dinner on Tuesday evening.

Secretary

The Secretary is a Voting Member of the Nominating Committee and is responsible for all business aspects of the Nominating Committee.

If the Chair is unable to complete his/her term, the Secretary will serve as Chair, and will appoint one of the Nominating Committee Voting Members to be Secretary for the remainder of the term. If the Chair is temporarily unable to conduct meetings of the Nominating Committee, the Secretary will serve as Acting Chair and will appoint an Acting Secretary, both serving in this acting capacity for the duration of the Chair’s absence. The Secretary is an ex officio member of NC subcommittees. In collaboration with the Chair, the Secretary shall submit a White Paper to the new NC Chair and Secretary on observations and opportunities for improvement of the Nominating Committee. After the Selection Committee Meeting, the Secretary and the NC Support Staff shall retain a confidential record of the final votes until the results of an election are reported at the ASME Business Meeting, typically held in November; after the November Business Meeting this record shall be destroyed.

NC Secretary Duties

• Voting Member of the Nominating Committee
• Responsible for all business aspects of the Nominating Committee, including coordinating with the NC Support Staff and Chair to plan the meeting calendar, set agendas, record and review meeting minutes, and support the functioning of the subcommittees.
  o In collaboration with the Chair, identify opportunities to improve the functioning of the NC throughout the year, and implement changes in NC process where appropriate
• Serve as Chair, if the Chair is unable to complete his/her term
  o Appoint one of the Nominating Committee Voting Members to be Secretary for the remainder of the term.
• Conduct meetings of the Nominating Committee, if the Chair is temporarily unable to attend.
  o Secretary will serve as Acting Chair and will appoint an Acting Secretary, both serving in this acting capacity for the duration of the Chair’s absence.
• Ex officio member of NC subcommittees.
• Parliamentarian for the Nominating Committee.
  o Be familiar with the NC Operating Manual and relevant Society policies / bylaws, to ensure appropriate due process at NC and sub-committee meetings as well as at the Selection Meeting.
• Be responsible for tabulating the results of the NC Selection Meeting for the Chair
• In collaboration with the Chair, the Secretary shall submit a White Paper to the incoming NC Chair and Secretary on observations and opportunities for improvement of the Nominating Committee.

• Secretary and the NC Support Staff shall retain a confidential record of the final votes until the results of an election are reported at the ASME Business Meeting in November; after which the records are destroyed.

• After serving a one-year term as NC Secretary, serves one year as a non-voting consultant to the NC with a reduced time commitment. The Past Secretary is expected to attend all teleconferences/meetings of the Committee.

Time Commitment

• Weekly teleconference with NC Chair and NC Support Staff – 1 hour
• NC Committee training/teleconferences – 10 to 12 hours during the year. Includes meeting preparation.
• Subcommittee teleconferences – 3 to 4 hours a month.
• NC Selection Meeting, arriving on Saturday morning through the NC business meeting on Tuesday afternoon.