

Association for Manufacturing Excellence Volunteer Role Description

Title: Immediate Past Chairman of the Board (“Past Chair”)

Per Section 7.7 of the AME bylaws, “The Past Chair shall chair the Nominating Committee and supervise the nominating process, oversee the development of volunteer leaders of the association and assist the Chair as necessary.”

Here’s what you’ll do:

The Past Chair is a member of the Board of Directors (BOD) and the Executive Committee (ExCom). Accordingly, the Past Chair is expected to:

- Participate in all BOD meetings (three face-to-face meetings/year, monthly business update teleconferences, and special meetings as required)
- Participate in all ExCom meetings (typically three face-to-face meetings/year, monthly ExCom teleconferences, and special meetings as required)
- Identify and nominate potential BOD members who meet AME’s diversity and inclusion objectives, have the needed skills and experience to help direct the association in the achievement of its strategic plan, and can work effectively as a team member on the BOD
- Assist the Chairman of the Board as needed throughout the year
- Oversee the onboarding and development of new BOD members (volunteer leaders)

Impact

- You will help shape the future of the association by serving on the BOD and ExCom, identifying and nominating new BOD members, and developing the new BOD members
- Your work will result in measurable positive effects on AME’s performance and the volunteer community

Good Stuff

- You will be empowered and expected to bring your best ideas to AME, and to offer feedback and constructive critique
- You will have the opportunity to exercise and improve your leadership skills
- You will join a dynamic and collaborative team of exceptional professionals
- You will be supported in this role by the AME staff and other volunteers
- You will grow your network of continuous improvement professionals
- You will play a big role in AME’s direction and success!

We’re Looking for Someone Who Is...

- Passionate about AME’s success
- Willing to make a five-year commitment to go through the ExCom cycle (Secretary, Treasurer, Chair-Elect, Chair, Immediate Past Chair)
- Committed to AME’s mission to inspire a commitment to enterprise excellence through experiential learning by bringing people together to share, learn and grow

- An experienced team leader and a respectful, engaged contributor to two dynamic, multi-faceted teams (BOD and ExCom)
- Adept at working with virtual teams (i.e., geographically distributed colleagues)
- A strong written and oral communicator
- A strategic thinker
- A strong and effective leader

You Will Thrive In This Role If...

- You love AME, its mission and its values
- You have your company's support to spend occasional time during the workweek on this role
- You have a willingness to learn from and collaborate with colleagues as you do transformative work
- You know how to give and receive feedback
- You are creative and willing to try new strategies that serve our mission and key objectives
- You're a person who gets the job done
- You are a person of honesty, integrity, and respect

Other Key Information

- We will pay you \$0
- This role may be based anywhere in North America

Expertise

- Several years (5+) of experience with various volunteer roles within AME preferred but not required
- Senior leadership experience preferred but not required
- Experienced in continuous improvement tools and people-centric leadership