

## **Association for Manufacturing Excellence Volunteer Role Description**

### **Title: Director, AME International Operations**

The Director, AME International Operations will be the liaison between AME North America and AME International Operations. In this capacity, the Director will investigate all requests from non-North American groups that desire to enter into some type of relationship, as defined below, with the AME.

Here's what you'll do:

- Provide ongoing support to existing AME affiliates (AME UK and AME Australia) continually assess their needs and determine with guidance what we can and are willing to provide (new region, alignment with an existing region, some type of consortia, etc.)
- Be the focal point for all non-North America new requests for establishing an affiliation with AME
- Conduct a needs analysis to determine which type of relationship AME would be willing to consider
- Establish a steering/vetting committee for all actions going forward
- Serve on the Management Team and work collaboratively with team members in support of volunteer initiatives

Here are some more specific things you'll do:

- You will be empowered and expected to bring your best ideas to AME, and to offer feedback and constructive critique
- You will have clear objectives, with flexibility in designing approaches to achieve them
- 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

We're looking for someone who is...

- Passionate about helping volunteers
- 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 a dynamic, multi-faceted team
- Adept at working with virtual teams (i.e., geographically distributed colleagues)
- A strong written and oral communicator
- A strategic thinker who can prioritize among competing needs

Expertise desired:

- Require at least 5 years of membership in AME
- Served on AME National Board
- Familiar with AME's bylaws
- Has traveled abroad

- Have strong background in manufacturing
- Have a strong network of AME colleagues
- Have a strong network of business colleagues
- Other AME leadership experience helpful, including regional board member status, regional event presentations, Target participation, or other special projects

Interpersonal skills:

- Project management competencies, with the ability to create and execute effective tactical plans
- Strong leadership with a good sense of judgment
- Team oriented
- Ability to build trust
- Ability to facilitate
- Strong communication skills, both verbal and written
- High energy with the ability to inspire and motivate others
- Experience managing change management initiatives
- Experience in continuous improvement tools and people-centric leadership

Other key information:

- We will pay you \$0
- You will be expected to attend approximately 3 in-person meetings each year
  - For in-person meetings that you need to attend as part of this role (i.e., Management Team meetings), AME will cover your airfare or car rental, hotel bill, and cover your meals (subject to the reimbursement policy)
- The expectation is that you can commit to serving in this role for 2 to 3 years of part-time work
- This role may be based anywhere in North America