

Association for Manufacturing Excellence Volunteer Role Description

Title: Chair of the Board (“Chair”)

Per Section 7.3 of the AME bylaws, “The Chair shall be the chief elected official of the Association and shall preside at membership, Board of Directors, Executive Committee and other meetings of the Association as required.”

Here’s what you’ll do:

The Chair is a member of the Board of Directors (BOD) and the Executive Committee (ExCom).

Accordingly, the Chair is expected to:

- Establishes and leads strategic direction of the Association.
- Presides over all BOD meetings (three face-to-face meetings/year, monthly business update teleconferences, and special meetings as required)
- Presides over all ExCom meetings (typically two face-to-face meetings/year, monthly ExCom teleconferences, and special meetings as required)
- Assigns the President and CEO with specific responsibilities or duties as required by the Association and Board of Directors.
- Provides regular and formal feedback to the President and CEO.
- Acts as the primary contact and liaison with the President on behalf of the BOD.
- Drafts four columns for Target Magazine (one per quarter), with due dates provided by AME HQ

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