

Association for Manufacturing Excellence
Volunteer Role Description

Title: Excellence Award Assessor

Actively participate in assessing applicants for AME's Excellence Award. This includes both desktop assessment and site visit activities.

Here's what you'll do:

- Participate on a 3- or 4-person desk top assessment team to review and score award applicant's Lean Sensei report
- Use Standard Work Guidelines for Assessors, which goes into more detail regarding these activities

If the applicant does not merit a site visit:

- Draft a feedback report (along with other team members) to let applicant company know why it did not score sufficiently high enough to merit a site visit

If an applicant merits a site visit and you are available:

- Go to Gemba and review what the applicant company is actually doing relative to AME's Award Criteria
- Facilitate preparation of the feedback report for the applicant

Note: Site visits are typically two days in length, not including travel

Here are some more specific things you'll do:

- Understand the Lean Sensei structure and expected input and documentation to be provided by applicant
- Understand AME's Excellence Award Criteria
- Assist in the creation of a meaningful feedback report to the applicant

Impact

- Your work will identify "Pearls of Excellence" for sharing across the AME Community
- Your feedback will help the applicant company, whether it receives a site visit or an award or not, to understand how to go about improving the way the company improves

Good Stuff

- You will be empowered and expected to bring your best ideas to AME, and to offer feedback and constructive critique to award applicants
- You will work with 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...

- Committed to AME's mission to inspire a commitment to enterprise excellence through experiential learning by bringing people together to share, learn and grow
- 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 and able to prioritize among competing needs

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

Other Key Information

- We will pay you \$0
- You will be expected to spend 8 to 12 hours reviewing the applicant's application
- If applicant merits a site visit it can take 3 days of time (one day to travel and attend pre-meeting, two days on site) and another 8 to 12 hours to write the feedback report
 - AME will cover your airfare or car rental, hotel bill, and cover your meals (subject to the reimbursement policy) for site visits
- The expectation is that you can commit to serving in this role for 3 to 6 years
- This role may be based anywhere in North America

Expertise

- Several years of experience with various volunteer roles within AME
- Experience with managing change management initiatives
- More than 10 years of experience in continuous improvement tools and people-centric leadership practices