

Association for Manufacturing Excellence **Volunteer Role Description**

Title: Excellence Award Assessor Team Lead

Provide leadership for AME's Excellence Award desktop assessment and site visit activities. The role reports to the AME VP of Awards and the Awards Council.

Here's what you'll do:

- Lead (typically 3- or 4- person) assessment team in reviewing and scoring award applicant's Lean Sensei report
- Make certain team members understand the Lean Sensei structure and expected input and documentation to be provided by applicant
- Coordinate assessment activities with the rest of your assessor team
 - Utilize Standard Work Guidelines for Assessment Team Leads, which goes into more detail regarding these activities

If the applicant does not merit a site visit:

- Lead the development of a feedback report 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:

- Work with the applicant (Key Contact listed in the applicant's *Intent to Apply* form) and Assessor Team to schedule the site visit
- Facilitate a team meeting the night before assessment to plan next-day activities
- Facilitate Assessor Team discussion of what was learned in Gemba
- Reach Assessor Team consensus on applicant's scores
- 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:

- Help assessors gain a deeper understanding of AME's Excellence Award Criteria
- Serve as the main point of contact for the applicant company's Key Contact
- Lead the team in the writing of a meaningful feedback report to the applicant

Impact

- You will help assessors and award recipients to share, learn and grow
- 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
- 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 is able to prioritize among competing needs
- Well-versed with AME's Excellence Award guidelines, process, and Lean Sensei app
- Familiar with the Lean Sensei structure and expected input and documentation to be provided by applicant

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
- Is 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
- Served as an Assessor for at least 3 years