

## **Association for Manufacturing Excellence Networking Chair Description**

### **Title: Networking Chair/Co-Chair**

As a member of the International Conference team, you will provide leadership for the strategies and tactics related to the attraction, retention, succession planning, engagement and appreciation of AME delegates. The role works in collaboration a team of your choosing to support the execution of agreed-upon strategies.

Here's what you'll do:

- Work to raise the awareness, understanding and networking needs of conference attendees
- Facilitate networking activities during annual conferences, including but not limited to a networking meeting, educational session or roundtable discussion
- Communicate current issues and other topics relevant to the network with network members throughout the year (at least six times)
- Submit reports of networking activities to the AME Board of Directors twice annually
- Promote membership recruitment and networking participation for both professionals at the annual conference and at the regional level
- If appropriate, identify regional contacts (AME Regional Network Representatives (RNRs)) to promote Networking activity to ensure that the certain Networks have a presence at each regional conference (Customer Satisfaction team)
- Recruit professionals aligned with the Networking Dept. to submit conference program proposals targeted at the Network population for both the annual and regional conferences
- Provide continuous professional development and networking opportunities throughout the year for AME members, including, but not limited to webinars, regional conferences, etc.
- Encourage the Networking membership to submit articles and research for publication
- Serve as a resource for the AME Board of Directors, the membership of the Networking Dept. and the larger association
- Assume additional related duties and responsibilities as necessary
- Follow through and complete designated assignments in an acceptable time period
- Undertake and carry forward a variety of projects requiring independent judgment and initiative
- Ability to attend the AME annual conferences is required, as you will be the on-site leader for the networking activities

Impact

- You will help conference attendees maximize their AME experience and facilitate peer-to-peer networking
- You will work closely with other AME volunteers and share, learn and grow with each other

- Your work will result in measurable positive effects on AME's conference attendees

#### 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 clear objectives, with flexibility in designing approaches to achieve them
- You will join a dynamic and collaborative team of exceptional networking/event planning 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 Thrive In This Role If...

- Have experience in event planning and/or customer appreciation and/or structured networking activities
- You love AME, its mission and its values
- You have your company's support to spend occasional time during the work/week 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 attend approximately 2 in-person conference planning meetings
  - For in-person meetings that you need to attend as part of this role, 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 1 year
- This role may be based anywhere in North America

#### Expertise and Preferred Qualification:

- Several years (5+) of experience with various volunteer roles within AME and/or AME conference attendance
- Experience with corporate event planning
- Knowledge of regional and international structure of AME
- Understanding of and experience with the area of focus for the various networking events at the International conference
- Ability to establish and maintain effective communication with the AME Conference leadership and constituents