

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

### **Title: Secretary**

Per Section 7.7 of the AME bylaws, “The Secretary shall be responsible for providing notices of Board and Executive Committee meetings, maintaining minutes and maintaining custody of the Association records with the assistance of staff. The Secretary will chair the Governance Committee.”

Here’s what you’ll do:

The Secretary is a member of the Board of Directors (BOD) and the Executive Committee (ExCom). Accordingly, the Secretary is expected to:

- Acts as a voting member of the Board of Directors and attends all meetings
- Acts as an active member of the Executive Committee.
- Participate in all BOD meetings (three face-to-face meetings/year, monthly business update teleconferences, and special meetings as required)
- Participate in all ExCom meetings (typically two face-to-face meetings/year, monthly ExCom teleconferences, and special meetings as required)
- Providing notices of Board and Executive Committee meetings
- Develop and maintain attendance records and minutes of each Executive Committee and Board meeting of the organization
- Maintaining custody of the Association records with the assistance of staff
- Maintain a current roster of members of the board, executive committee, councils and committees
- The Secretary will chair the Governance Committee
  - Select committee members at the start of your term.
  - Reviews by-laws, as needed, and recommends changes to the board of directors.
  - Reviews policies, as needed, and recommends changes to the board of directors.

### 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 (and double if we meet all of our goals and objectives)
- 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