

Association for Manufacturing Excellence
Volunteer Role Description

Title: Vice President, Excellence Awards

As a member of the Management team, provide leadership for AME's Excellence Award and Lean Certification activities. The role works in collaboration with several members of the AME staff who support the execution of agreed-upon strategies. The VP of Awards also serves on the International Conference team and coordinates award-related activities at the International Conference.

Here's what you'll do:

- Chair the Awards Council (a team of approximately 12 people; includes AME staff and volunteers)
 - Hold and run as-needed, in-person meetings
 - Hold and run as-needed conference calls
- Create assessment teams for desktop reviews and site visits, including identify leads
- Review desktop and site visit feedback reports (giving feedback to team before sending to applicant; and then sending the applicant the Award Recipient or Non-Recipient Letter)
- Plan/coordinate award recognition activities at the International Conference
- Coordinate obtaining videos of award recipient facilities
- Coordinate presenting awards at North American recipient sites

Here are some more specific things you'll do:

- Develop and report on progress toward key metrics for award activities (# of applicants, # recipients, usage of Lean Sensei, etc.)
- Serve on the Management Team and work collaboratively with other team members in support of AME initiatives
- Serve as a member of the International Conference team planning recognition activities for award recipients and marketing the award to conference participants
- Ensure that all Lead Assessors have submitted high-quality, final feedback reports in a timely manner
- Assess quality of feedback reports; make necessary changes and/or coach assessment team
- Assess quality of both assessor and applicant experience with regard to assessment activity and award recognition (when applicable)
- Identify a successor and work with that successor for, ideally, a minimum of six months to ensure a smooth transition

Impact

- You will help AME Award applicants and recipients to take their improvement practices to the next level of maturity
- 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
- Your work will help AME achieve its goals and mission
- Your work will help improve AME’s recognition throughout the continuous improvement community

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

You Will Thrive In This Role If...

- You love AME, its mission and its values
- You have your company’s support to spend 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
- As a member of the Management Team there are two face-to-face meetings per year and a monthly one hour phone call
- The Award Council host one face-to-face meeting per year
- AME will cover your airfare or car rental, hotel bill, and cover your meals (subject to the reimbursement policy)
- You will be expected to spend on the average a day per month coordinating award activities. During the desktop reviews and site visits it may require a total of 12 hours per week.

- 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

- 6+ 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
- Ability to work with senior leaders as a team member