

Association for Manufacturing Excellence Volunteer Role Description

Title: Vice President, Volunteer Support

As a member of the Management team, provide leadership for the strategies and tactics related to the attraction, retention, succession planning, engagement and appreciation of AME volunteers. The role works in collaboration with several members of the AME staff who support the execution of agreed-upon strategies.

Here's what you'll do:

- Ensure progress is made each year to establish the volunteer programming needed to maintain the health of volunteer efforts
- Champion the development of a volunteer strategy and participate in completing the objectives for the year
- Provide oversight for volunteer-related activities, including integration with other management functions (Target magazine articles, Champions, Awards, Annual Conference, etc.)
- Develop key programming for volunteers over an extended period of time (i.e., Application process, Recognition program, Survey process, etc.)
- Benchmark the volunteer management practices of other Associations to improve the understanding and application of these ideas for AME

Here are some more specific things you'll do:

- Develop and report on progress towards key metrics for the volunteer function (i.e., number of volunteers, new volunteers and/or turnover)
- Serve on the Management Team and work collaboratively with team members in support of volunteer initiatives
- As a member of the Conference Support Team (CST), maintain responsibility of developing and recommending conference chairs and other volunteer support for the annual conferences
- Increase efficiencies and consistency throughout AME by implementing best practices in processes and systems related to volunteers
- Interface with volunteers and assist them achieving their AME volunteer aspirations
- Conduct volunteer surveys on an as-needed basis to understand volunteer needs; develop plans to support those needs
- Identify a successor and work with that successor for, ideally, a minimum of six months to ensure a smooth transition

Impact

- You will help volunteers share, learn and grow
- Your work will result in measurable positive effects on AME's 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 clear objectives, with flexibility in designing approaches to achieve them
- 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

We're Looking for Someone Who Is...

- Passionate about helping volunteers
- 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 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 attend approximately 3 in-person meetings each year
 - For in-person meetings that you need to attend as part of this role (i.e., Management Team meetings), 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 2 to 4 years
- This role may be based anywhere in North America

Expertise

- Several years (5+) of experience with various volunteer roles within AME
- Experience with managing change management initiatives
- Experienced in continuous improvement tools and people-centric leadership