



**POSITION DESCRIPTION**  
**MEMBERSHIP AND STUDENT DEVELOPMENT DIRECTOR**

**BASIC FUNCTIONS**

Serves as Membership and Student Development Director, representing the entire membership in carrying out the professional activities of the Society concerned with our professional and student membership and related activities, including diversity and inclusion initiatives. The Director exercises personal leadership in the motivation of division representatives, committee officers, committee members, and staff, to act in the best interests of the Society on issues related to member and student recruitment, retention, diversity and inclusion, and other issues consistent with the Society's strategic plan and the financial resources available. Guides the development and implementation of short-term goals and objectives for the organization with regard to member and student related issues and diversity and inclusion. Seeks approval for and/or informs the Board of activities undertaken on behalf of the Society. Acts as spokesperson and takes an important part in monitoring and evaluating organizational performance and effectiveness with regard to member and student recruitment, retention, diversity and inclusion, and other issues. Works with TMS Membership staff as necessary. Serves as a voting member of the TMS Board of Directors.

**NATURE AND SCOPE**

**1. Position Information**

The Membership and Student Development Director must be a voting member of TMS and is nominated by the Nominating Committee, one year in advance of assuming office. The Membership and Student Development Director must be elected by the voting members. The Membership and Student Development Director holds office for three years commencing with the convening of the organizing meeting of the new Board of Directors, immediately following the annual meeting of the prior Board of Directors. The Member and Student Development Director is eligible for election for no more than a three-year term. No director shall serve more than two back-to-back three year terms on the Board of Directors. An individual may be considered for further service on the Board of Directors after at least one year off of the Board of Directors. As Membership and Student Development Director, he or she will also devote considerable time to the following major functions: Attendance at two meetings each year of the Board of Directors and two meetings each year of the Membership and Student Development Committee. Serve as an ex-officio member of the Education Committee.

## **2. Expected Results**

Within the limits of the Bylaws and Operating Procedures, and in partnership with TMS Membership staff, the Membership and Student Development Director is responsible and has commensurate authority to accomplish the duties set forth below:

- A. Serve as a voting member of the Board of Directors.
- B. Serve as chair of the TMS Membership and Student Development Committee with liaison responsibility from this committee to the Board.
- C. Serve as ex-officio member of the TMS Education Committee.
- D. Provide leadership and guidance to the TMS representative (Membership and Student Development Committee Vice-Chair) to the Materials Advantage Committee.
- E. Provide leadership to the Membership and Student Development Committee in developing and augmenting policy, keeping the strategic planning process moving forward and auditing its implementation.
- F. Provide leadership and direction to TMS' commitment to advance diversity and inclusion in the minerals, metals, and materials professions.
- G. Call Special Committee meetings as delineated in the Bylaws.
- H. Present orally and in writing a report to the Board of Directors on the status of those strategic management goals for which he/she is responsible.
- I. Keep the Board of Directors informed on the condition of operations of the Member and Student Development Committee.
- J. Work with the Education Committee in planning, formulating and presenting to the Board of Directors basic policies and programs that will further the purposes and Strategic Plan the Society in the education of current and future professionals.
- K. Support and defend policies and programs adopted by the Board of Directors.

## **3. Selection Criteria**

### Skills Required:

- A. Knowledge of the conceptual foundations and driving force of the Society.
- B. Demonstrated ability to organize and plan effectively.
- C. Demonstrated ability to produce results through others while generating positive support.
- D. Demonstrated ability to work effectively toward common goals as a team member.
- E. Demonstrated outstanding ability to communicate effectively, both orally and in writing, to a wide variety of constituents.
- F. Demonstrated ability to lead and influence in areas of responsibility.
- G. Demonstrated ability at win-win negotiating.
- H. Demonstrated ability to identify and resolve problems to produce positive results.

### Qualifications Required:

- A. Has time and employer commitment necessary to fulfill office.
- B. Has relevant successful national and local performance record with TMS.
- C. Committed to TMS mission, vision, and long-range goals.

- D. Is perceived as professionally competent with a high level of integrity and commitment to TMS.
- E. Has the positive and responsible image appropriate to TMS.

Qualifications Desired:

- A. Previous experience as a member of the TMS Member and Student Development Committee.
- B. Has employer's financial support.
- C. Has successful experience in managing a budget.
- D. Has successful experience in managing people.
- E. Has prior experience in leading a voluntary and decentralized organization.

Personal Characteristics:

- A. Enthusiasm
- B. Flexibility
- C. Commitment to excellence
- D. High level of integrity
- E. Competence
- F. Leadership

Note: New Board members are required to sign a Conflict of Interest Statement