



## **POSITION DESCRIPTION VICE PRESIDENT/PRESIDENT/PAST PRESIDENT**

### OVERVIEW

This three year position, described as the Presidential Rotation in section 3.4 of the TMS Bylaws, is comprised of three succeeding and separate functions. In the first year of the term the position is that of Vice President, followed by President in the second year, and finally Past President in the third year. The person selected to progress through the Presidential Rotation must be a voting member of TMS and is nominated by the Nominating Committee, one year in advance of assuming the office of Vice President. The person who progresses through the Presidential Rotation is not eligible for re-election to the Presidential Rotation.

### NATURE AND SCOPE

#### **VICE PRESIDENT**

Serves in place of the President when necessary. The Vice President assists the President in implementing policies and programs of the Board of Directors as well as all other matters. The Vice President has no operational responsibility or authority.

Specific responsibilities are:

- Serves as a member of the Board of Directors and Executive Committee with the right to vote.
- Serves on the Emergency Committee as prescribed in the Bylaws.
- Recommends individuals to serve on standing committees for subsequent Board approval and responds to requests by committee chairs to fill critical vacancies.
- Presents a short inaugural address at the Annual Banquet at the beginning of their incoming Presidential year
- Serves as an ex officio member of the Nominating Committee (non-voting)
- Serves as an ex officio member of the Materials Innovation Committee
- Serves as an ex officio member of the International Affairs Committee
- Serves as an ex officio member of the Public & Governmental Affairs Committee (non-voting)
- Serves as an ex officio member of the Financial Planning Committee (voting)
- Serves as an ex officio member of the Audit Committee (voting)
- Serves as chair of the Honors and Professional Recognition Committee
- Serves as chair of the Leadership Recruitment Committee (voting)
- Meets frequently throughout the year with a variety of committees and TMS staff.
- Exercises personal leadership in the motivation of other officers, board members, committee members, the membership and staff.
- Supports and defends policies and programs adopted by the Board of Directors.

- Attends a minimum of two (2) meetings of the Board of Directors usually requiring the Vice President's presence over at least a two-day period of each meeting.

## PRESIDENT

Serves as chief elected officer, representing the entire membership in carrying out the professional and business activities of the Society. Takes the leadership role in monitoring and evaluating organizational performance and effectiveness. Works with the Executive Director (chief staff executive) as necessary. The President has no operational responsibility or authority. Thus, the Executive Director is the focal point with the staff for all such contacts and responsibilities.

Specific responsibilities are:

- Serves as Chair of the Board of Directors and Executive Committee with the right to vote.
- Serves as an ex officio member of the International Affairs Committee
- Serves as a voting member of the Public & Governmental Affairs Committee
- Serves on the Emergency Committee as prescribed in the Bylaws.
- Presides at a minimum of two (2) meetings each year of the Board of Directors, usually requiring the President's presence over at least a two-day period for each meeting.
- Schedules and chairs periodic Executive Committee meetings and conference calls.
- Presides at the Annual Meeting of the Membership and Open Board of Directors Meeting.
- Presents an annual report to the membership at the Annual Meeting of the Membership and Open Board of Directors Meeting ending the administrative year or at other appropriate times.
- Calls other meetings of the members or of the Board as delineated in the Bylaws.
- Establishes ad hoc committees and appoints individuals to serve on them as needed.
- Meets frequently throughout the year with a variety of committees and TMS staff.
- Makes visitations to the Material Advantage student chapters (as opportunities and time allow), industry leaders, government officials, academics, officers of related societies both domestically and internationally and others of importance to TMS.
- Appears and speaks on a number of occasions at TMS meetings.
- Presents a short summary address at the Annual Banquet at the end of the administrative year.
- Engages in other activities which are performed as time, availability and other circumstances permit. These include association with members, representatives of government, industry, educational bodies, related societies and associations and other organizations around the world.
- Works with the Executive Director in planning, formulating and presenting to the Board of Directors basic policies and programs that will further the purpose and Strategic Plan of the Society.
- Carries out Board directives and policies.

- Exercises personal leadership in the motivation of other officers, board members, committee members, the membership and staff.
- Supports and defends policies and programs adopted by the Board of Directors.
- Reviews and approves the expense reports of the Executive Director.
- Frequently communicates with the membership via electronic and print venues, such as e-mails and *JOM*, on the status of the society and issues of relevance to TMS.

## PAST PRESIDENT

Serves in place of the President and/or Vice President when necessary. Assists the President in implementing policies and programs of the Board of Directors as well as all other matters. Frequently receives other special assignments from the President. The Past President has no operational responsibility or authority.

Specific responsibilities include:

- Serves as a member of the Board of Directors and Executive Committee with the right to vote.
- Serves on the Emergency Committee as prescribed in the Bylaws.
- Serves as chair of the Nominating Committee (voting)
- Serves as a voting member of the Public & Governmental Affairs Committee
- Serves as ex officio member of the Industrial Advisory Committee
- Serves as an ex officio member of the International Affairs Committee
- Serves as an ex officio member of the Audit Committee (voting)
- [Serves as Chair of the International Affairs Committee for one year after completion of term as Past President](#)
- Develops and executes processes to provide volunteer resources for committee and Board service.
- Chairs the Past President's Council made up of all Past Presidents of the Society
- Exercises personal leadership in the motivation of other officers, board members, committee members, the membership and staff.
- Supports and defends policies and programs adopted by the Board of Directors.
- Reviews and approves the expense reports of the TMS President.
- Attends a minimum of two (2) meetings of the Board of Directors usually requiring the Past President's presence over at least a two-day period of each meeting.

## 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.
- 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 constituencies.

- 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 the duties of the office.
- B. Has a relevant and successful 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.
- F. Is a current TMS member.

### **Qualifications Desired**

- A. Previous experience as a member of the TMS Board of Directors.
- 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. Leadership
- B. Flexibility
- C. Commitment to excellence
- D. High level of integrity
- E. Competence
- F. Enthusiasm