POSITION DESCRIPTION
TECHNICAL DIVISION CHAIRPERSON

BASIC FUNCTIONS

The Technical Division Chairperson (TDC) is the chief operating officer of the technical division and a member of the Board of Directors. A TDC exercises personal leadership in the motivation of technical committee members, chairpersons, and division council members; guides the development and implementation of both long- and short-range plans of the division; ensures that the structure, bylaws and financial management of the division are in compliance with established TMS policy; and acts as spokesperson for his/her division.

NATURE AND SCOPE

1. Position Information

The Technical Division Chairperson must be a voting member of TMS and is to be nominated by their respective division council one year in advance of assuming office. The TDC must be elected by voting members. The TDC 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 TDC is eligible for election for no more than one three-year term, and is not eligible for re-election to the directorship. Under unusual circumstances, the term of the TDC can be extended for up to one year until a TDC replacement is duly elected.

As TDC many of the director’s activities will be related to serving as a member of the Board of Directors, and possible serving as chair of the Technical Division Council. The chair of the Technical Division Council serves a one-year term and also serves on the TMS Executive Committee. The Technical Division Council chair is eligible for re-election for no more than two terms. The TDC will also devote considerable time to the following major functions:

- Attendance at all meetings each year of the Board of Directors and typically two meetings each year of their division council serve as TDC of their Technical Division Council for an Annual or Fall TMS meeting.

During his/her term of office, the TDC serves as a voting member of the Board of Directors and the Technical Division Council. It is the responsibility of the TDC to guide the implementation of the TMS Strategic Plan as it applies to their division.
2. Expected Results

Within the limits of the TMS and Division Bylaws and Administrative and Policy Manual of the Society, and in partnership with the TMS staff, the TDC is responsible and has commensurate authority to accomplish the duties set forth below:

A. Ensuring a relevant portfolio of vigorous technical committees within the Divisions to provide both timely and responsive programming, publications, and continuing education services ranging from mature to emerging technologies for the TMS membership.

B. Ensuring the viability and vitality of the Divisions and reporting on this to the Board of Directors at least twice a year.

C. Making appropriate divisional appointments to support TMS Society-level functional committees

D. Providing guidance to such TMS functions as financial, strategic planning, membership development, professional development, and student affairs so as to maintain the health, welfare and growth of TMS as a whole.

E. Developing viable candidates for Technical Division Chairpersons

F. Undertaking other such duties as the TMS Executive Committee and the TMS Board of Directors may assign.

G. Support and defend policies and programs adapted by the Board of Directors.

3. Selection Criteria

Skills Required

A. Knowledge of the conceptual foundations and driving force of the Divisions.

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 performance record within the Divisions.
C. Committed to TMS mission, vision, and strategic goals. Looks professionally competent with a high level of integrity and commitment to TMS.
D. Has the positive and responsible image appropriate to TMS.

Qualifications Desired

A. Previous TMS leadership experience.
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