



ATMAE
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The Association of
Technology,
Management, and
Applied Engineering

ATMAE Board of Director Election Information - 2017/18

Nominations are Due August 18, 2017

The ATMAE Board of Directors has several openings for the 2017/18 election. We would like to invite anyone interested in running to read the following information and feel free to contact Jim Thompson at 919-635-8335 or executive@atmae.org if you have any questions.

Seats Open for 2-year positions on the ATMAE Board of Directors:

- ONE At Large position
- ONE 2-year member
- ONE 4-year member
- ONE student member (one-year term)
- ONE Industry Representative

By-Laws Requirements:

- Candidates for election must be members of ATMAE in good standing, and must be members of the category of which they are running.
- The term of office is two years with the exception of the student member who serves a one-year term. Board members shall serve no more than two consecutive terms on the Board of Directors regardless of the position in which they have served.
- Board terms elected this year start at the 2017 conference in Cincinnati, OH and end at the 2019 conference.
- An individual may be elected or appointed to serve on the Board of Directors after serving the maximum number of consecutive terms if the number of years equal to the term of office of his or her last service on the Board of Directors has passed.
- An individual elected to a position on the Board shall NOT serve in a leadership capacity on any other ATMAE boards simultaneously.

Necessary Elements to become a Board Candidate – Policy Guidelines

- Candidates must have been a member of ATMAE for at least three consecutive years (except student nominees).
- Candidates must have contributed successfully to ATMAE.
- Candidates must provide a letter of recommendation from the Chair, Head, Director or Dean of their academic unit, their academic advisor, or from their corporate supervisor.



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- Candidate must submit a short résumé with a headshot. In the first paragraph list your credentials, and accomplishments achieved in ATMAE or elsewhere in their profession that would be applicable to this leadership role. In the second paragraph, please answer the following questions:
 - How would you assess your track record of involvement with ATMAE?
 - Do you see any transformational goals that you would like to see achieved during your tenure on the Board?

ALL INFORMATION IS DUE TO JIM THOMPSON at (executive@atmae.org) BY AUGUST 25, 2017

What is expected of Board Members?

- The Board meets, at a minimum, twice a year.
 - This year, the current Board will meet most of the day on Wednesday, November 1st in Cincinnati. While the first official Board meeting for newly elected members is Saturday morning, November 4th, we ask that you all sit in on the Wednesday Board meeting to become informed of the Board activities.
 - Your hotel room and conference registration will be paid for by ATMAE during the 2018 and 2019 conferences.
- Monthly Board conference calls at noon eastern on the 3rd Friday of each month lasting about 90 minutes. It is expected that all Board members will be prepared by reading all materials and will participate in these calls barring unforeseen circumstances.
- An annual face to face meeting in the site city where our conference will be, typically in June. All travel expenses to this meeting are reimbursed 100% by ATMAE. These meetings last typically 2-3 days.
- Other projects as deemed necessary by the Executive Director and Board.

General Preferred Qualifications

ATMAE Board of Directors welcomes members who:

- Are strategic and visionary thinkers;
- Are team players;
- Are committed to the mission and vision of ATMAE;
- Understand that ATMAE positions are not compensated except as provided by ATMAE Board of Directors policies. (E.g., for attendance at the spring Board of Directors meetings, ATMAE reimburses up to 50 percent of direct expenses);
- Will dedicate time to the Board of Directors
- Are willing to promote the mission and vision of ATMAE
- Understand the ATMAE brand;
- Have balanced experience;
- Are good listeners;
- Are collaborators;
- Have institutional or corporate support.

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Election Schedule:

- July 20 - Initial call for nominations goes out.
- August 18- Election nominations due at 5pm Eastern Time. No exceptions allowed!
- August 28 - September 1 - Election window open online.
- Election will close Friday, September 1st at 5 PM Eastern Time
- Week of September 11 - Winners will be contacted.