

## QUALIFICATIONS, EXPECTATIONS, AND TRAINING OF SOCIETY DIRECTORS

This document is intended to provide guidance to ASCE members seeking to become a Society Director. It describes the required qualifications for this position, expected time commitments, expected financial resources, and the training required. An abbreviated outline of the nomination process, including a list of the documents that must be submitted by each Candidate, is also provided.

A prospective Society Director should visit the ASCE website to review the Society's governing documents, Code of Ethics and Qualifications, Expectations, and Training of Society Directors. After careful study of these resources, a Candidate should be prepared to offer an informed commitment to the qualifications, expectations and training requirements herein described.

It is also expected that Society Directors have the appropriate support from both their family and employer. As the time commitment in this role is great, it is essential that those who have demands or expectations on the Society Director's time be fully aware of, and agreeable to, the commitment being made.

Each nominating committee, potential candidate, and anyone soliciting potential candidates should become familiar with these qualifications, expectations, and training requirements.

### ***I. Qualifications.***

Society Directors include Geographic and Technical Region Directors and At-Large Directors.

- A. *Geographic Region Directors.* Candidates for the office of Geographic Region Director shall be voting Society members in Good Standing, shall have an Address of Record within the Region from which they are being elected, and shall have served as a Geographic Region Governor. After serving one (1) full term, Geographic Region Directors shall be ineligible for re-election to the office of Society Director.
- B. *Technical Region Directors.* Candidates for the office of Technical Region Director shall be voting Society members in Good Standing and shall have served on an Institute Board of Governors. After serving one (1) full term, Technical Region Directors shall be ineligible for re-election to the office of Society Director.
- C. *At-Large Directors.* Candidates for the office of At-Large Director shall be Society members in Good Standing in any grade except Student Member and shall have demonstrated expertise or special perspective deemed desirable by the Board of Direction. At-Large Directors are appointed by the Board upon the

recommendation of the At-Large Director Review Panel. After serving one (1) full term, At-Large Directors shall be ineligible for reappointment or election to the office of Society Director.

Directors of the American Society of Civil Engineers must possess many traits and abilities beyond those specified by the Bylaws and Rules of Policy and Procedure. The most noteworthy trait an ASCE Society Director should possess is that of a skilled communicator, as public speaking is a requirement of the position. The Society Director must be a conduit between the Board of Direction and the Regions, committees, local units, and external organizations.

Additionally, a Society Director is to be a spokesperson for the profession at the local level. The Society Director should also be able to competently participate in the planning and policy setting duties of the Board, as well as be able to understand and address the Society's goals. It is essential the Society Director be able to work with ASCE staff and volunteers to accomplish the stated goals of the Society. They must be able to fulfill these functions well, and at the same time always display the highest degree of professional integrity to benefit the civil engineering profession and ASCE.

## ***II. Election Process for Society Director.***

- A. *Declaration of Intent.* Candidates for the office of elected Director shall declare their intent to pursue office not later than December 1. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Society Directors posted on the Society's website, understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Society Director. The Letter of Intent shall be submitted with the Election Materials as follows:
- Candidates for the office of Director elected by the Geographic Region shall submit a written Letter of Intent to Serve along with Election Materials to the Chair of their Region Nominating Committee and the Society Secretary.
  - Candidates for the office of Director elected by the Technical Region shall submit a written Letter of Intent to Serve along with Election Materials to the President of their primary Institute and the Society Secretary. Candidates may be asked to submit written responses to questions developed by the Technical Region Board of Governors.
- B. *Biographical Statement.* Candidates for the office of Society Director shall submit, in the format stipulated by the Society Secretary, a Biographical Statement not to exceed six hundred (600) words. The Biographical Statement shall be submitted (in Word format) with the Letter of Intent.
- C. *Vision Statement.* Candidates for the office of Society Director shall submit a Vision Statement not to exceed six hundred (600) words. The Vision Statement

details the Candidate's vision for the Society and plans for activities during their term in office. No discussion of any other Candidate is permitted in the Vision Statement. The Vision Statement shall be submitted (in Word format) with the Letter of Intent).

- D. *Photograph.* Candidates for the office of Society Director shall submit a high-resolution color photograph of the head and shoulders only, in a professional setting, suitable for publication. The photograph shall be submitted (in jpg or gif format) with the Letter of Intent.
- E. *Region Nominating Committee.* Each Region Nominating Committee that has a vacancy shall select up to two (2) Official Nominees for Society Director. The Chair of the Region Nominating Committee shall submit the name(s) of the Official Nominee(s) to the Society Secretary not later than March 1 for inclusion on the election ballot. The Region Nominating Committee shall not convene to select Official Nominees until after the December 1 declaration deadline.

### **III. At-Large Director.**

- A. *Process.* Using Board-approved criteria, Candidates for At-Large Director shall be nominated by a Standing Board Committee, Society Committee, Executive Committee constituent committee, Industry Leaders Council or Younger Member Council not later than May 31. The At-Large Director Review Panel shall review the Candidates and submit no more than three (3) Nominees to the Society Secretary.
- B. *Letter of Intent.* The At-Large Director Nominee who verbally accepts a position shall confirm their decision by submitting a Letter of Intent to the Society Secretary not later than June 20.
- C. *Appointment.* The name of the At-Large Director Nominee will be presented to the Board of Direction for approval and appointment at its summer meeting.

### **IV. Expectations.**

In addition to carrying out any specific assignments given by the Board and/or the President, Society Directors must make a commitment of both time and financial resources.

- A. *Time.* The approximate annual time expected from each Society Director at meetings is shown below. In addition to the meeting days, a Society Director should be willing to spend additional time in preparation for and travel to meetings. Many of these days will be over weekends, but week days will also be required. A Society Director must be able to attend all Board and applicable committee meetings to be effective and to provide adequate representation. The days shown below are only an estimate and should not be considered absolute.

**ESTIMATED DAYS OF COMMITMENT BY DIRECTOR PER YEAR**

<b>EVENT</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>	<b>At-Large</b>
<b>Annual Convention, OPAL</b> <i>(October/November)</i>  <i>Newly-elected Board Members are required to attend the Convention to be installed as Board Members.</i>	5	5	5	5
<b>Board of Direction Meetings</b> <i>(January, March/April, July, October)</i>  <i>Newly elected Board Members are required to attend the October Board meeting as observers. The January and Spring Board meetings are held virtually,</i>	4	4	4	4
<b>Fly-In</b> <i>(March/April)</i>	3-4	3-4	3-4	3-4
<b>Committee Meetings</b> <i>(as assigned, to be held virtually)</i>	4	4	4	4
<b>Executive Committee Meetings</b> <i>(At-Large Directors participate only in their 3<sup>rd</sup> year)</i> <i>(2<sup>nd</sup> year Directors join in July as observers)</i> <i>(ExCom typically meets monthly via virtual means)</i>	0	8	10	10
<b>Region Board Meetings</b> <i>(At-Large Directors should observe a Region Board Meeting)</i>	5-6	5-6	5-6	3-4
<b>At-Large Director Review Panel</b> <i>(Develop criteria by conference call in January)</i> <i>(Review Panel convenes virtually)</i>	0	1	0	0
<b>Multi-Region Leadership Conference and Director Dinner</b> <i>(schedules vary)</i>	3-4	3-4	3-4	3-4
<b>Institute, Section, Branch, Student Chapter Meetings</b> <i>(At-Large Directors may be asked to attend these events)</i>	15	15	10	8
<b>Miscellaneous Region Activities, Task Committee Assignments, Preparation, Coordination, and Planning</b>	10	10	20	4
<b>MINIMUM EXPECTED TOTAL</b>	<b>49-52 days</b>	<b>58-61 days</b>	<b>64-67 days</b>	<b>44-47 days</b>

B. *Financial.* Financial requirements are also substantial. The Society generally reimburses Society Directors for reasonable transportation costs, plus \$135 per authorized room night for meetings attended. The Society Director bears all other expenses, including registration fees for the ASCE Annual Conference and OPAL. There is no reimbursement for spouse travel. (See Bylaws and Rules of Policy and Procedure for specific guidelines.) Newly-elected Society Directors will be reimbursed for attendance at Leader Orientation, pursuant to the Society's

reimbursement guidelines. Additional reimbursement begins with the Society Director's attendance at the Fall Board meeting and ASCE Annual Conference. Out-of-pocket expenses will vary for each Society Director based on the amount of travel they undertake during their term in office. Candidates should talk with the incumbent Society Director for an estimate of their personal expense.

There is also an expectation that each Society Director and Board member will support the ASCE Foundation financially each year, at a level of their choosing. The ASCE Foundation Board strives for participation from 100% of the Society's Board of Direction members. The ASCE Foundation Board will keep the amount of all financial contributions confidential.

#### ***V. Training.***

All Candidates for the office of Society Director shall review the ASCE website, Policy Statements, Constitution, Bylaws, Rules of Policy and Procedure, and Code of Ethics when considering a position as Society Director. In addition, Candidates shall review and agree to the provisions of this document in order to proceed with nomination. If possible, Candidates for Society Director should attend a Board of Direction meeting, Multi-Region Leadership Conference, and consult with the incumbent Society Director when considering an elected position.

Newly elected Society Directors are required to attend Leader Orientation, typically held in September, and the ASCE Annual Conference where they shall be installed into office.