

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 review the *Official Register* and visit the ASCE website. 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 being represented, 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 Geographic Region Director.

- A. *Declaration of Intent.* Candidates shall declare their intent to pursue office by submitting a Letter of Intent to the Chair of their Region Nominating Committee and the Society Secretary not later than December 1.
- B. *Biographical Statement.* Candidates 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 with the Letter of Intent not later than December 1.
- C. *Vision Statement.* Candidates shall submit a Vision Statement not to exceed six hundred (600) words. The Vision Statement shall be submitted with the Letter of Intent not later than December 1.
- D. *Photograph.* Candidates shall submit a color photograph of the head and shoulders in a professional setting and in a resolution suitable for publication. The photograph shall be submitted with the Letter of Intent not later than December 1.
- E. *Region Nominating Committee.* The Geographic Region Nominating Committee selects up to two (2) Official Nominees. 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.

III. Election Process for Technical Region Director.

- A. *Candidate Election Package.* The President of each Institute submitting a Candidate for Technical Region Director shall submit their Candidate's Election Package to the Chair of the Technical Region Board of Governors and the Society's Secretary not later than December 1. The Election Package shall include the Letter of Intent, Biographical Statement, Vision Statement, and Photograph.
- B. *Letter of Intent.* All Candidates for the office of Technical Region Director shall consent to their nomination by submitting a written Letter of Intent to Serve. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Society Directors outlined in the *Official Register*, understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Technical Region Director.

- C. *Biographical Statement.* All Candidates for the office of Technical Region Director shall develop a Biographical Statement, in a format stipulated by the Society Secretary, not to exceed six hundred (600) words.
- D. *Vision Statement.* Candidates shall submit a Vision Statement not to exceed six hundred (600) words.
- E. *Photograph.* Candidates shall submit a color photograph of the head and shoulders in a professional setting and in a resolution suitable for publication.
- F. *Technical Region Nominating Committee.* The Technical Region Nominating Committee shall select the Official Nominee(s) for Technical Region Director according to defined Society and Region procedures. The Chair of the Technical Region Nominating Committee shall convene a meeting on a date and time that will ensure the name(s) of the Official Nominee(s) for Technical Region Director are submitted to the Society Secretary not later than March 1.

IV. At-Large Director.

- A. *Process.* Using Board-approved criteria, Candidates for At-Large Director shall be nominated by a Standing Board Committee, Society Committee, Strategic Initiative Committee, Executive Committee constituent committee, or the Industry Leaders Council not later than March 1. The At-Large Director Review Panel shall review the Candidates and submit no more than three (3) Nominees to the Society Secretary.
- B. *Acceptance.* 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 May 15.

V. 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.

	1st and 2nd Year Directors (days)	3rd Year Directors (days)	At-Large Directors (days)
Annual Convention, including Board Meeting (October/November)	7	7	7
Board of Direction Meetings (January and July)	4	4	4
Fly-In, OPAL, Spring Board Meeting (March/April)	5	5	5
Board Committee Meetings (as scheduled)	4	4	4
Executive Committee Meetings (primarily monthly conference calls)	0	10	0
Region Board Meetings	4	4	0
Multi-Region Leadership Conference (1st Quarter)	2	2	2
Institute, Section, Branch, Student Chapter Meetings	15	10	0
Miscellaneous Region Activities, Committee and Task Group Assignments, Preparation, Coordination, and Planning	10	20	4
Minimum expected total	51 days	66 days	26 days

- 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 Convention. There is no reimbursement for spouse travel. (See Bylaws and Rules of Policy and Procedure for specific guidelines.) Incoming 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 Convention. 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 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, at some level, each year. 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.

VI. Training.

A Candidate for the office of Society Director shall review the Official Register, 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 Convention where they shall be installed into office.