

SPE BOARD POSITION PROFILE AT LARGE DIRECTOR

Key Position/Commitment

3-year commitment.
Requires: Travel funds and management support. (employer-funded or self-funded)
Regular e-mail access, average five or more hours per week, including teleconferences.
Attend global Board of Directors (BOD) meetings (three 3-4 day meetings, plus 1 teleconference meeting in Dallas [unless serving on nominations committee]).

Role

At Large Directors represent the global SPE membership
At Large Directors are often selected to represent constituencies that are deemed to be important to the success of SPE.
Provide direction, energy, and leadership to carry out the mission of SPE.
Society directors also have Board committee duties, as well as liaison duties with SPE standing or ad hoc committees.
Making the Director role a key job responsibility of the At Large Director's professional employment is critical for success.

Responsibilities/Duties

Collect pertinent ideas from meetings, members, and publications
Work with various committees and staff to formulate action plans around the ideas, and direct the implementation of those plans.
Report to Board committees with summaries of meetings, present action plans for BOD approval.
Distribute information to Board members, staff, web site, and interested parties.
Follow the Long Range Plan; prepare, submit, and implement strategic plans to further technology transfer.
Participate in assigned committees and utilize committee positions to carry out the mission of SPE.
Review this profile periodically and make recommendations for any changes to the Finance & Administration Committee.

Preferred Prior Experiences

This position should be filled by someone with a strong leadership background in SPE activities, such as serving as an SPE committee or section chairperson.
This person is often chosen to represent an under-represented constituency in order to balance the board demographics, and they should have SPE experience or specific experiential background in the constituency they represent.
It is necessary that the person who fills this position be acquainted with SPE and industry leadership.
It is beneficial for the person who fills this position to:

- have served within SPE committees at either the section level or at the society level.
- understand the inner workings of the society as well as the goals and mission of SPE.
- comprehend the committee function and be capable of interfacing with other members as both a leader and a team member.

Preferred Skills/Proficiencies

Technical Discipline Background – Strong, with numerous global technical expert contacts in their area of expertise.
Project Management Skills - Ability to manage multiple interconnected tasks.
Strategic Thinking – Ability to think beyond tasks, focus on global as well as local needs, and adhere to longer range planning.
Marketing - Ability to generate and sustain energy around a particular effort.
Organization – Able to schedule and conduct meetings.
Time Management – Manage the director's responsibilities with those of professional and personal life.
Computer Access & Proficiency – Utilize e-mail for communication purposes, be familiar with web-based activities.
Written Communication – Able to compose plans into documents and reports of activities.
Oral Communication – Proficient at oral communication, able to lead teleconferences and meetings, able to facilitate panel discussions at forums.
Interpersonal - Coordinate differing ideas around an issue, help formulate consensus, and motivate groups and staff into action.
Management Support – To spend the required time handling SPE-related business, to obtain funds for required global travel.
Networking Skills - Willing to network within and outside the society for discovery and dissemination of opportunities for SPE.
Negotiation Skills – Skillful in multi-cultural, multi-national negotiations in order to represent sections with a variety of perspectives.