

ASNT BOARD OF DIRECTORS JOB DESCRIPTION

1.0 Purpose

The purpose of this policy is to further define the primary responsibilities of the Board of Directors.

2.0 Scope

This policy applies to individuals who serve on the ASNT Board of Directors.

3.0 References

3.1 *ASNT Bylaws*

3.2 **Attachment A**-ASNT Board of Directors Commitment Agreement

3.3 **Attachment B**-ASNT Board of Directors Nomination Form-(this will be a separate file.

4.0 Responsibilities

4.1 Prior to making the position a new elected Board member shall sign the ASNT Board of Director Commitment Agreement. See Attachment A.

4.2 Assure that Society activities comply with applicable laws, regulations, Society charter, and *ASNT Bylaws*.

4.3 Establish the mission and strategic direction for the Society.

4.4 Set Board policies to achieve Society goals and Board of Directors responsibilities.

4.5 Delegate necessary authority and responsibility to councils, committees, sections and management to develop and implement Board decisions within the *ASNT Bylaws*, and financial capabilities.

4.6 Review and approve major governing and operating policies, procedures and rules of the Society.

4.7 Establish and/or approve organization, policy recommendations, and functions of councils, divisions, committees, section, groups and management.

- 4.8 Approve annual budgets and financial plans developed by the Executive Director and reviewed and recommended for approval by the Business and Finance Committee and Operations Committee.
- 4.9 Approve objectives and plans proposed by approved by the Operations Committee.
- 4.10 Employ the Executive Director.
- 4.11 Authorize employment of legal counsel, auditors, and other outside consultants.
- 4.12 Establish policies and procedures for regulations of the Board of Directors and its proceedings.

5.0 Chairman and Membership

Chairman and membership shall be in compliance with the *ASNT Bylaws*.

6.0 Reporting Requirements

Minutes of the Board of Directors meetings shall be recorded.

ASNT Board of Directors Commitment Agreement

MISSION STATEMENT: The American Society for Nondestructive Testing exists to create a safer world by promoting the profession and technologies of nondestructive testing.

As an elected member of the Board of Directors of ASNT, I state my commitment and dedication to the mission, to the membership, and to my colleagues on the Board and the staff of ASNT in carrying out this mission. I understand that my duties and responsibilities include the following:

- To understand and define the organization’s mission, values, and purpose.
- To receive no financial gain for service on the ASNT Board of Directors and agree to disclose any actual or possible conflict of interest.
- To understand my accountability to ASNT membership and will exercise leadership in making sound judgments in the best interest of ASNT.
- To refrain from intruding on administrative issues that are the domain of the management.
- To hold in the strictest confidence any and all subjects of discussion, business and related communications designated as confidential by the ASNT Board of Directors.
- To actively promote membership, both by recruitment and emphasis on retention in ASNT, and will encourage fellow colleagues to become active. I will continually make myself familiar with current activities of ASNT and will encourage and support the staff.
- To attend and participate in ASNT Board meetings, and respond to Board communications. I will come to Board meetings prepared and ready to participate in a meaningful fashion, will arrive on time, and not depart until the meeting is adjourned.
- To share in the fiscal oversight responsibility for ASNT with all other Board members. I will maintain a familiarity with the society budget and take an active part in reviewing, monitoring, and supporting the approved budget.
- To understand that the Board shall speak with a unified voice on behalf of the organization, and will seek to understand and share the membership’s common concerns. I understand that others may construe my comments to represent the policies and members of ASNT, and will be informed and speak with care accordingly.

I understand that the ASNT Board of Directors may ask me to resign from the Board if I cannot substantially fulfill these responsibilities or may remove me from the board per the directions specified in the ASNT Bylaws. I understand the importance of the expectations listed above and by signing below I accept this commitment.

Printed Name

Signature

Date

NOMINATION FORM FOR ASNT DIRECTOR

This form has been designed to provide complete information on Director nominees for use by the Board's Selection Committee. **All nominations will now be processed online.** You will need to complete this form and upload it at the following website:

www.asnt.org/director

All nominations must be received no later than 1 February 2017. Keep complete copies for your files.

From the ASNT Bylaws Board Policies G-3D and J-3C

A Director of ASNT ensures that Society activities comply with applicable laws, regulations, the Society Charter, and *Bylaws*. In addition, the Directors set the Society's goals, set policies and delegate necessary responsibility to councils, committees, Sections and International Service Center management to develop and implement Board decisions within the *Bylaws* and financial capabilities.

To qualify as a Director of the Society, an individual must receive the following kinds of support from his or her employer: (1) support of Director activities for a minimum of three years; (2) attendance at Board of Directors' meetings, up to four different times and locations each year; (3) visits to at least three Section meetings other than the home Section each year; (4) required travel and related expenses for the above meetings; and (5) reasonable secretarial, telephone and postal services for the three-year period.

Selections for Director are announced at the Spring Conference.

1. Name of Nominee: _____ Member Number: _____
2. Years of ASNT Membership: _____ Number of Interruptions: _____ Duration of Interruptions: _____
3. Were you ever listed under a Corporate Membership? Yes No
If yes, list Company or Institution: _____ Years _____ to _____
4. Number of Years in NDT Profession: _____
5. Home Address: _____
City: _____ State: _____ ZIP: _____ Country: _____
Phone: _____ E-Mail: _____
6. Employer: _____
Title or Position: _____
Business Address: _____
City: _____ State: _____ ZIP: _____ Country: _____
7. Chief Executive Officer's Name: _____ Title: _____
Business Address: _____
City: _____ State: _____ ZIP: _____ Country: _____

8. Supervisor's Name: _____ Title: _____

Business Address: _____

City: _____ State: _____ ZIP: _____ Country: _____

9. Section Affiliation: (1) Section Name: _____ Years: _____

(2) Section Name: _____ Years: _____

(3) Section Name: _____ Years: _____

10. Significant Contributions to ASNT:

A. Served as Section Leader

New Section Organizer: Section: _____ Date: _____

Officer: _____ Section: _____ Date: _____

Officer: _____ Section: _____ Date: _____

Officer: _____ Section: _____ Date: _____

Officer: _____ Section: _____ Date: _____

Director: _____ Section: _____ Date: _____

Director: _____ Section: _____ Date: _____

Director: _____ Section: _____ Date: _____

Director: _____ Section: _____ Date: _____

Director: _____ Section: _____ Date: _____

Committee Chair: _____ Section: _____ Date: _____

Committee Chair: _____ Section: _____ Date: _____

Committee Chair: _____ Section: _____ Date: _____

Committee Chair: _____ Section: _____ Date: _____

Committee Chair: _____ Section: _____ Date: _____

Committee Chair: _____ Section: _____ Date: _____

Educational Program Organizer: _____ Section: _____ Date: _____

Educational Program Organizer: _____ Section: _____ Date: _____

Educational Program Organizer: _____ Section: _____ Date: _____

Educational Program Organizer: _____ Section: _____ Date: _____

Educational Program Organizer: _____ Section: _____ Date: _____

Educational Program Organizer: _____ Section: _____ Date: _____

Other Section Activity: _____ Section: _____ Date: _____

Other Section Activity: _____ Section: _____ Date: _____

Other Section Activity: _____ Section: _____ Date: _____

Other Section Activity: _____ Section: _____ Date: _____

Other Section Activity: _____ Section: _____ Date: _____

Other Section Activity: _____ Section: _____ Date: _____

B. Presented Local Section Talks:

Title: _____ Location: _____ Date: _____

Title: _____ Location: _____ Date: _____

Title: _____ Location: _____ Date: _____

Title: _____ Location: _____ Date: _____

Title: _____ Location: _____ Date: _____

Title: _____ Location: _____ Date: _____

C. Served as National Council Leader [Chair, Vice Chair, Secretary or Secretary Elect in Certification Management, Research, Section Operations or Technical & Education Council]:

Council Officer: _____ Council: _____ Date: _____

Council Officer: _____ Council: _____ Date: _____

Council Officer: _____ Council: _____ Date: _____

Division Officer: _____ Division & Council: _____ Date: _____

Division Officer: _____ Division & Council: _____ Date: _____

Division Officer: _____ Division & Council: _____ Date: _____

Committee Officer: _____ Committee & Council: _____ Date: _____

Committee Officer: _____ Committee & Council: _____ Date: _____

Committee Officer: _____ Committee & Council: _____ Date: _____

Committee Officer: _____ Committee & Council: _____ Date: _____

D. Served as National Leader:

Director: _____ Date: _____

Director: _____ Date: _____

Director: _____ Date: _____

Officer: _____ Date: _____

Officer: _____ Date: _____

Officer: _____ Date: _____

Officer: _____ Date: _____

E. Presented Papers at ASNT National Conferences:

Title: _____ Location: _____ Date: _____

Title: _____ Location: _____ Date: _____

Title: _____ Location: _____ Date: _____

Title: _____ Location: _____ Date: _____

Title: _____ Location: _____ Date: _____

F. Served in ASNT National Conferences:

Chair: _____ Location: _____ Date: _____

Chair: _____ Location: _____ Date: _____

Chair: _____ Location: _____ Date: _____

Committee Member? Yes No Committee Name: _____

Conference: _____ Location: _____ Date: _____

Committee Member? Yes No Committee Name: _____

Conference: _____ Location: _____ Date: _____

Track Coordinator? Yes No Committee Name: _____

Conference: _____ Location: _____ Date: _____

Session Chair/Speaker? Yes No Committee Name: _____

Conference: _____ Location: _____ Date: _____

Short Course Coordinator? Yes No Committee Name: _____

Conference: _____ Location: _____ Date: _____

G. Papers Published in *Materials Evaluation* (ME) or *Research in Nondestructive Evaluation* (RNDE):

Paper/Journal: _____ Month & Year: _____

Paper/Journal: _____ Month & Year: _____

Paper/Journal: _____ Month & Year: _____

Paper/Journal: _____ Month & Year: _____

Paper/Journal: _____ Month & Year: _____

H. Contribution to *Nondestructive Testing Handbook* (author, editor, reviewer):

Volume Title: _____ Section(s): _____ Date: _____
Volume Title: _____ Section(s): _____ Date: _____
Volume Title: _____ Section(s): _____ Date: _____
Volume Title: _____ Section(s): _____ Date: _____

11. Honors and Awards Received:

A. ASNT awards and honors:

Award: _____ Type: _____ Date: _____
Award: _____ Type: _____ Date: _____
Award: _____ Type: _____ Date: _____
Award: _____ Type: _____ Date: _____
Award: _____ Type: _____ Date: _____
Award: _____ Type: _____ Date: _____

B. Other awards and honors:

Award: _____ Organization: _____ Type: _____ Date: _____
Award: _____ Organization: _____ Type: _____ Date: _____
Award: _____ Organization: _____ Type: _____ Date: _____
Award: _____ Organization: _____ Type: _____ Date: _____

12. Significant Contributions in the field of NDT/NDE:

A. Contributions and accomplishment in NDT [R&D, education, manufacturing, design, inventions]:

B. Presented Paper on NDT at Other Conferences:

Title: _____ Location: _____ Date: _____
Title: _____ Location: _____ Date: _____
Title: _____ Location: _____ Date: _____
Title: _____ Location: _____ Date: _____
Title: _____ Location: _____ Date: _____

C. NDT Papers Published in Other Journals:

Paper/Journal: _____ Month & Year: _____
Paper/Journal: _____ Month & Year: _____
Paper/Journal: _____ Month & Year: _____
Paper/Journal: _____ Month & Year: _____
Paper/Journal: _____ Month & Year: _____

D. NDT Publications Other Than Papers:

Title: _____ Date: _____
Title: _____ Date: _____
Title: _____ Date: _____
Title: _____ Date: _____

13. Current Membership in Other Technical Societies:

Society: _____ Member Number: _____
Society: _____ Member Number: _____
Society: _____ Member Number: _____
Society: _____ Member Number: _____

This nomination is sponsored by [Print Name]: _____

Sponsor's Signature: _____ Phone: _____ E-mail: _____

Sponsor's Address: _____

City: _____ State: _____ ZIP: _____ Country: _____

Sponsor is: ASNT Fellow ASNT Board Member ASNT Section Chair National Awards Committee Member

Sponsoring Section Name: _____

Date Nomination Submitted: _____

All nominations must be completed online no later than 1 February 2017.

ADDITIONAL COMMENTS