

# SPE BOARD POSITION PROFILE

## TECHNICAL DIRECTOR

### Key Position/Commitment

3-year commitment.

Requires: Travel funds and management support. (employer-funded or self-funded)

Regular e-mail access, average three or more hours per week on average, including visitation or teleconferences with staff and possibly other professional and technical societies (total 8 – 12%, unless also chairing a Board standing committee).

Attend periodic committee meetings.

Attend global Board of Directors (BOD) meetings ( three 3-4 day meetings, plus 1 teleconference meeting in Dallas [unless serving on nominations committee]).

### Role

Technology transfer is a core activity of the society. This position requires a commitment to discover opportunities that fill gaps where technology needs to be disseminated to the appropriate membership communities within the society. The dissemination of information can be global or local, within the society, between SPE and other technical and professional societies, industry focused groups, universities, or corporations. The type of information, methods, and venues are part of the creative process that this person oversees.

Making the Director role a key job responsibility of the Technical Director's professional employment is critical for success.

Provide direction, energy, and leadership for the technical discipline; provide guidance and opportunities in the area of technology transfer.

Provide ongoing support for current initiatives in the area of technology transfer.

Provide methodology for canvassing membership to identify their needs in the area of technology transfer.

Craft and scope opportunities where SPE can help disseminate technology within the society's membership.

*(These opportunities and committee diversity should match the demographics of the society's membership.)*

Society directors also have Board committee duties, as well as liaison duties with SPE standing or ad hoc committees.

### 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 as a stepping stone to promote technologies.

Serve in an advisory capacity to other board committees, SPE staff and other board directors in their specific area of expertise based on their network of contacts in the field.

Establish and lead technical discipline advisory committees, which

- assist in developing programs, books and periodicals,
- identify qualified members to serve on technical event committees, as distinguished lecturers, and/or as awards candidates, and on related technical sections, section study groups, and technical interest groups.

Act as a sounding board and spokesperson for members represented by the technical discipline.

### Preferred Prior Experiences

This position should be filled by someone with a strong background in the particular technical discipline. Energies and efforts will be focused in areas where this experience is required.

It is necessary that the person who fills this position be acquainted with leaders and technical experts within the discipline.

It is beneficial for the person who fills this position to:

- have served within technical committees and a section, preferably at a study group level or committee level or at the Board 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.
- Have published technical papers in their discipline.

## **Preferred Skills/Proficiencies**

Technical Discipline Background – Strong, with numerous global technical expert contacts.

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.

Proactive in volunteering to pick up assignments, individually or within the team, rather than waiting to be assigned a job.

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.

Team player – Ability to work with diverse personalities, cultures and backgrounds, in a way to make the activities a success.

Negotiation Skills – Skillful in multi-cultural, multi-national negotiations in order to represent sections with a variety of perspectives.