

**Association for Manufacturing Excellence**  
***Volunteer Role Description***

**Title: Director, Emerging Leaders**

As a member of the Management team, provide leadership and engagement for the strategies and tactics related to identifying strategic Emerging Leaders to AME and developing future AME leadership talent. The role works in direct collaboration with the AME President/CEO.

Here's what you'll do:

- Identify and/or vet potential Emerging Leaders
- Develop and negotiate proposed Emerging Leader programs that are mutually beneficial
- Monitor execution of deliverables
- Maintain the process for vetting and on-boarding Emerging Leaders
- Represent and maintain relationships with Emerging Leaders on behalf of AME
- Establish an alumni association of Emerging Leaders
- Serve on the Management Team and work collaboratively with team members in support of all initiatives

Here are some more specific things you'll do:

- Work with volunteer network and staff to identify potential Emerging Leaders
- Develop and report on progress towards key metrics for Emerging Leaders
- Monitor performance of Emerging Leaders and develop a volunteer path to full engagement
- Periodically report progress to the Management Team and Board of Directors
- Maintain solid working relationships with key stakeholders of the Emerging Leaders
- Identify a successor and work with that successor for, ideally, a minimum of six months to ensure a smooth transition

Impact

- You will help improve the value proposition for AME member through Emerging Leaders
- Your work will broaden the scope of AME's presence in the continuous improvement community

Good Stuff

- You will be empowered and expected to bring your best ideas to AME, and to offer feedback and constructive critique
- You will have clear objectives, with flexibility in designing approaches to achieve them
- You will join a dynamic and collaborative team of exceptional professionals
- You will be supported in this role by the AME staff and other volunteers
- You will grow your network of continuous improvement professionals

### We're Looking for Someone Who Is...

- Passionate about helping AME grow
- Passionate about helping AME grow the next generation of AME Leadership
- Committed to AME's mission to inspire a commitment to enterprise excellence through experiential learning by bringing people together to share, learn and grow
- An experienced team leader and a respectful, engaged contributor to a dynamic, multi-faceted team
- Adept at working with virtual teams (i.e., geographically distributed colleagues)
- A strong written and oral communicator
- A strategic thinker who is able to prioritize among competing needs

### You Will Thrive In This Role If...

- You love AME, its mission and its values
- You have your company's support in this role
- You have a willingness to learn from and collaborate with colleagues as you do transformative work
- You know how to give and receive feedback
- You are creative and willing to try new strategies that serve our mission and key objectives
- You are a person who gets the job done

### Other Key Information

- We will pay you \$0
- You will be expected to attend Management Team meetings via Zoom (between 6 and 12 per year)
- The expectation is that you can commit to serving in this role for 2 years
- This role may be based anywhere in North America

### Expertise

- Understanding of the importance of training and development
- Ability to help Emerging Leaders navigate and make the most of AME's offerings throughout the year
- Experienced in continuous improvement tools and people-centric leadership