

Association for Manufacturing Excellence
Volunteer Role Description

Title: Director, Programming

As a member of the Management team, the Director, Programming will lead a team of volunteers who provide oversight to AME programming including content, presenter(s), location (physical or virtual), timing and strategic value. The incumbent will establish a framework to develop and organize content for Basic to Intermediate Learners, Advanced Practitioners, and Emerging Leaders. The VP Programming works in collaboration with members of the AME staff and key volunteer positions who support the execution of agreed-upon strategies.

Here's what you'll do:

- Vet Webinar content, presenters and timing to insure quality while maximizing the effectiveness of the offering
- Work with the Regional Boards, Summit teams and Conference teams to coordinate Webinar content and timing to increase attendance at their respective events
- Review and recommend content to the Regional Boards for workshops
- Develop and establish the framework to develop and organize content for Basic to Intermediate Learners, Advanced Practitioners and Emerging Leaders
- Survey the target groups to establish ongoing content interest areas
- Use existing content or fill in gaps with newly developed content, and organize by channel
- Identify content that incorporates leading manufacturing technology advancements into lean environments
- Serve on the Management Team and work collaboratively with team members in support of volunteer initiatives

Here are some more specific things you'll do:

- Develop and report on progress towards key metrics for the programming function (ex: number of webinars, quality rating for events, net promoter score for AME programming, etc.)
- Increase efficiencies and consistency throughout AME by implementing best practices in processes and systems related to programming
- Develop volunteer sub-teams to accomplish the programming initiatives
- Identify a successor and work with that successor for, ideally, a minimum of six months to ensure a smooth transition

Impact

- You will help AME become the go-to provider of content and offerings to members
- Overall membership and retention & engagement of members will increase measurably

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 to grow AME's relevance and sustainability
- Committed to AME's mission to inspire a commitment to enterprise excellence through experiential learning by bringing people together to share, learn and grow
- Familiar with and keeps abreast of the latest advancements in enterprise wide lean implementation
- 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 to spend occasional time during the workweek on 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're a person who gets the job done

Other Key Information

- We will pay you \$0
- You will be expected to attend approximately 3 to 6 meetings each year virtual.
- The expectation is that you can commit to serving in this role for 2 to 4 years
- This role may be based anywhere in North America

Expertise

- Several years (5+) of experience with various volunteer roles within AME
- Experience with managing change management initiatives
- Experienced in continuous improvement tools and people-centric leadership