

POSITION DESCRIPTION TECHNICAL DIVISION CHAIRPERSON

Position Summary - Technical Division Chairperson

TMS has five technical divisions. The chairperson for each of these five divisions exercises personal leadership in the motivation of technical division which consists of technical committee chairpersons, functional committee representatives, and other volunteer roles. The chairperson is responsible for guiding the development and implementation of both long- and short-range strategic plans of their technical division; ensuring that the structure, bylaws and management of the division are in compliance with established TMS policy; and acting as spokesperson for his/her technical division.

Position Summary - Technical Division Vice Chairperson

The vice chairperson shall act on behalf of the technical division chair if he/she becomes unable to attend a meeting. He/she shall also assist the technical division chair by performing duties as assigned.

Additional TMS Roles

During his/her term, the technical division chair serves as a voting member of their respective technical division and is also a voting member of the TMS Board of Directors and Technical Division Council (TDC).

Technical Division Council (TDC)

The TDC is a member group consisting of the five technical division chairs that meets periodically to discuss issues and topics that affect all five technical divisions. The chairperson of this group is selected by the voting members of the TDC and serves a one-year term. The current TDC chairperson also serves a one-year term on the TMS Executive Committee as the TDC representative. The TDC chairperson can serve a second one-year term if voted on by the TDC members.

Position Requirements

- Must be a voting member of TMS in good standing
- Nominated by the majority of the voting members of their respective technical division at least one year in advance of assuming office
- Serve a three-year term* commencing with the convening of the organizing session of the new TMS Board of Director immediately following the Annual Meeting of the prior TMS Board
- Have prior experience serving on the respective technical division
- Demonstrated outstanding ability to communicate effectively, both orally and in writing, to a wide variety of constituents
- Has employer support & commitment necessary to serve term of office (*if applicable*)
- Demonstrated ability to lead and influence in areas of responsibility
- Committed to TMS mission, vision, and strategic goals with a high level of integrity and commitment to TMS

**This position is eligible for election for no more than one three-year term.*

Position Responsibilities

Within the limits of the TMS Bylaws, Administrative and Policy Manual, and their respective technical division bylaws, and in partnership with the TMS staff, the technical chairperson position is responsible for and has commensurate authority to accomplish the following duties:

- A. Ensuring a relevant portfolio of vigorous technical committees within the technical divisions to provide both timely and responsive programming, publications, and professional development services ranging from mature to emerging technologies for the TMS membership
- B. Ensuring the viability and vitality of the technical divisions and reporting on this to the Board of Directors at least twice a year
- C. Making appropriate divisional appointments to support TMS Society-level functional committees
- D. Providing guidance to such TMS functions as financial, strategic planning, membership development, professional development, and student affairs so as to maintain the health, welfare and growth of TMS as a whole
- E. Developing viable candidates for future technical division chairpersons
- F. Undertaking other such duties as the TMS Executive Committee and the TMS Board of Directors may assign
- G. Supporting and adhering to policies and programs approved by the Board of Directors