The

INDUSTRY ADVISORY BOARD POLICY

of the

American Society for Engineering Management

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The ASEM Industry Advisory Board (IAB) Policy

IAB Mission

ASEM's Industry Advisory Board (IAB) acts as the Society's direct professional link worldwide; provides guidance and support to accomplish ASEM's mission, vision and overall strategic and tactical plans. The IAB assists ASEM to be a bridge between industry and academia.

More specifically, the IAB informs the ASEM's Board of Directors (BoD) about the industry and government stakeholders' needs; advises its members about the activities of ASEM and meeting their needs as applicable. The IAB shall:

- Provide guidance to ASEM on professional development offerings (such as membership, certifications, annual conference, workshops, seminars, webinars, and so on) and overall Society direction and focus.
- Help recruit and retain ASEM members, certificate holders and other program / activity participants.
- Promote ASEM and its activities within the representatives' organizations and influence.
- Within their ability, commit reasonable resources to accomplish the above, including a consideration of allocating an organizational budget for employees to attend ASEM's professional development offerings.

IAB Structure

ASEM IAB consists of an IAB Chair, an Industry Leadership Panel, and a Steering Committee as described below.

The IAB Chair:

The IAB Chair is an ASEM member in good standing and a voting member of the BoD. The Chair is elected by the BoD; shall serve a three-year term and is eligible for re-election for a second consecutive three-year term. The IAB Chair is the primary lead to facilitate communication between the IAB and the ASEM BoD to contribute to the implementation of ASEM's mission, vision and strategic plan as described in the following sections.

The Industry Leadership Panel:

The Industry Leadership Panel includes high to mid-level decision-makers from the private or public sector and aims to accomplish the IAB goals listed above. Led by the IAB Chair, the Panel meets with the Steering Committee (see the 'IAB Meeting Schedule and Agenda' section), and also communicates with the Chair and/or the Steering Committee on a need-to-do basis throughout the year.

The members who discontinue an active leadership position in the private or public sector must step down from the Industry Leadership Panel. Former Panel members who are willing to continue to serve are directed to other ASEM positions, including the Steering Committee.

The Chair considers IAB recommendations for invitation of others to facilitate agenda topics. The IAB maintains minutes of the IAB meetings.

The Steering Committee:

The Steering Committee provides input to the IAB Chair and the Industry Leadership Panel to accomplish IAB goals as mentioned below. New Steering Committee members can be added, or the member list can be modified by the Chair when needed, with the BoD approval.

The Steering Committee includes the following members:

- Professional Development & Continuing Education Director
- Professional Membership Director
- Professional Society Outreach Director
- Communications Director
- ASEM members with significant ties to industry and / or expertise to assist the IAB to achieve its mission and the Steering Committee goals below.

The Chair leads the Steering Committee to accomplish the following goals:

- Recruit and retain Industry Board members.
- Provide two-way communication and information between the Industry Board and the BoD.
- Based on the needs of the Industry Board members, facilitate and improve professional training and networking activities.
- Translate the needs and guidance of the industry members' organizations to the BoD and vice versa.

IAB Meeting Schedule and Agenda

The entire IAB, including the Chair, Industry Leadership Panel and the Steering Committee, meets four times a year and discusses the IAB goals mentioned above and as follows:

Meeting #1:

Schedule: This meeting takes place during the International Annual Conference (IAC) in a hybrid (in person and online) fashion.

Agenda:

- The Chair summarizes what the IAB accomplished the year before and how much contribution has been done to achieve the IAB mission and the Steering Committee goals.
- IAB members discuss the lessons learned and make suggestions to create a plan for the new year.
- Any other business is included in the agenda on a need-to-do basis.

Meeting #2:

Schedule: This meeting takes place in March, prior to the ASEM's Board of Directors (BoD) meeting. The exact date and time is made available to the IAB members once the BoD meeting date has been finalized by the ASEM leadership.

Agenda:

- The IAB discusses any progression or shortcomings related to the IAB mission and the Steering Committee goals since Meeting #1 and develops process improvement steps if needed.
- Based on the discussions as described above, The Chair makes a list of the Industry Board's needs to be conveyed to the BoD for consideration.
- Any other business is included in the agenda on a need-to-do basis.

Meeting #3:

Schedule: This meeting takes place in the first week of May. The exact date and time is made available to the IAB members in advance.

Agenda:

- The IAB discusses any progression or shortcomings related to the IAB mission and the Steering Committee goals since Meeting #2 and develops process improvement steps if needed.
- The Chair and the Steering Committee convey any feedback from the March BoD to the Industry Leadership Panel during this meeting to create common ground between the IAB and the BoD.
- Any other business is included in the agenda on a need-to-do basis.

Meeting #4:

Schedule: This meeting takes place in August, after the ASEM's Board of Directors (BoD) meeting that month. The exact date and time is made available to the IAB members once the BoD meeting date has been finalized by the ASEM leadership.

Agenda:

- The IAB discusses any progression or shortcomings related to the IAB mission and the Steering Committee goals since Meeting #1 and develops process improvement steps if needed.
- The IAB receives an update on the upcoming IAC from the Chair and the Steering Committee. Any other items related to the IAC organization that should be in an IAB agenda are considered a part of the earlier IAB meetings.
- Any other business is included in the agenda on a need-to-do basis.