

Association for Materials Protection & Performance (AMPP) Program Committee Chair (Volunteer) Position Description

Revision Date: May 2025

POSITION: Program Committee Chair

LENGTH OF TERM: Two Years

SCOPE

The Program Committee Chair leads a committee of up to 15 members that oversees a specific AMPP activity (e.g., Education, Standards, Certification, etc.). The Chair orchestrates the recruitment of members of the committee to ensure it possesses the necessary Knowledge, Skills, and Abilities (KSAs) and reflects all diverse aspects of the global AMPP membership. The Chair determines the agenda and the timing for all meetings of the committee, and ensures the committee is aligned with the strategic plan of the Association.

ESSENTIAL DUTIES

- Uphold the AMPP Bylaws, Charters, and Association Policies.
- Dedicate the necessary time* to prepare, attend, and participate at Program Committee and specially scheduled board meetings.
- Review roster candidates on an annual basis, cross-referencing the Competency Model during the review/interviews, and working with the appropriate staff/board to ensure there are enough applications for review during each cycle.
- Ensure committee representation is global in nature, including key global stakeholders from a diverse cross-section of industries and technologies.
- Lead in representation of a cross-section of the AMPP membership, emphasizing various diversity factors, e.g., gender, age, industries, etc.
- Commitment to represent the committee to the board, at specially scheduled board meetings, through presentations and time commitments.
- Facilitate the alignment of the committee's objectives to the organization's overall strategic plan.

QUALIFICATIONS

- Must be a member of the Association in good standing.
- Demonstrated leadership and management skills.
- Have employer time support for the required term.
 - Be familiar with appropriate AMPP governance documents: procedures, ROO, Bylaws and Charters.

KNOWLEDGE, SKILLS AND ABILITIES

- Understands that the Association was conceived and chartered to be a fully global organization.
 - Broad Industry Contacts and Links to Other Organizations
 - Seeks and values diversity of thought from others.
- Strategic Planning
 - Understands the strategic planning, financial management and budgeting principles necessary to sustain the welfare and growth of the Association.
 - Represents the interests of multiple, diverse stakeholders in analyzing the strategic direction of the Association by supporting and communicating the AMPP mission.
 - Understanding the Role of the Program Committee Chair and Driving Forward the Committee's and AMPP's Strategic Plan

- Keep the Program and Board aware of opportunities being worked to move into new industries and upcoming technology
- Ethics and Integrity
 - Put aside personal preferences for the good of AMPP
- Act immediately on any known ethical issues
- Strategic Thinking+
 - Set Direction
 - Global Awareness
 - Business Mindset
- Leadership and Facilitation Skills
 - Communication
 - Emotional Intelligence (EQ)
 - Complex/Volunteer Org.
 - Decision Making-Seeks and uses facts and data as well as organizational aspiration as a guide for decision making
 - Engagement
 - Motivation
 - Influence
 - Use AMPP Rules of Order at all meetings
 - Keep Committee focused (Task at Hand) (Consensus not Unanimous Consent)
- Governance:
 - Program Management Skills
 - Commitment
 - Innovation
 - Ability to lead a diverse team to complete tasks in a timely manner

ACCOUNTABILITY

The Program Committee members are accountable to their governing Board of Directors.

Service on an AMPP Program Committee is without remuneration.

Voting member status on a Program Committee precludes participation on other Program Committees and Governance Subcommittees, other than ad-hoc (Task Force) groups.

***Time Commitment**

“Giving the necessary time” for your role includes preparing ahead of time for each Program Committee and board meeting by reading agenda material, making annotations ahead of the meetings, and being prepared to engage in the agenda conversation(s). Preparing for each meeting can be one (1), up to, four (4) hours (more or less), depending on the amount of agenda content.

Board Meetings

Special board meetings are held four (4) times per year (1 per quarter) and each meeting is typically two (2) hours in length.

Program Committee Meetings

Program Committee meetings may be held as often as needed, but not less than one (1) per quarter. Board Directors may attend Program Committee meetings as a Board Liaison (a conduit and communication arm between the AMPP Board of Directors and the Program Committee).