

ASME Standards and Certification

**VOLUNTEER
RECRUITMENT & RETENTION**

TOOLBOX

Issue #2 – July 2015

Table of Contents

Topic

I. Introduction.....	3
II. Strategy	4
Technical Needs.....	4
Geographical Focus	5
Contact Methods	5
III. Recruitment Letters	6
Form Letters.....	7
Example Letters	10
IV. Recruitment Brochure.....	15
A Rewarding Experience: Volunteering for ASME Committees.....	16

I. Introduction

This tool kit provides guidance to the volunteers and committee leadership in recruiting and retaining members and increasing corporate support on a global basis. The purpose is to encourage participation in ASME codes and standards development activity; increase recruiting of technical volunteers on a global basis; and increase industry and government acceptance of ASME codes and standards on a global basis.

This tool kit contains recommended strategies and provides some tools to successfully recruit and retain membership. “Form” letters and “Example” letters are included for various situations.

The tool kit also contains a brochure, **“A Rewarding Experience: Volunteering for ASME Committees – Benefits to You and Your Organization”**.

In order to implement ASME Bylaw revisions approved by the Board of Governors, the title of “Vice President” has been replaced by “Board Chair” throughout Issue #2.

II. Strategy

In determining a strategic approach to recruitment and increase of global corporate support, each Committee should develop their individual strategic plan focusing on their specific needs. The strategic plan should include at least two initiatives:

1. Technical needs
2. Geographical focus

When incorporating technical needs and geographical focus in your strategic plan, objectives and measures for each must also be clearly stated and provisions to scorecard progress should be included and reported as part of your committee's standard reporting practices.

Technical Needs

The first initiative, technical needs, is very specific to each Committee. There may be some overlap because an individual's expertise may fit more than one Committee but each Committee still has its own needs. The needs must be clearly identified and prioritized. It is recommended that each specific need be assigned to a volunteer "champion" to recruit an individual or individuals to fill that specific need.

The first approach would be to identify individuals known to Committee members. This is accomplished by a personal phone call, a letter or e-mail, or both methods. Contacting methods are described later in this section.

The second approach is to identify companies where the expertise may reside. Contact the management team of that company to explain the benefits of participation and requesting their sponsorship and recommendation of a worthy participant for their organization.

The third approach would be to advertise the need in publications such as Mechanical Engineering, Nuclear News or similar international publications. Recruitment letters could then be sent to "targeted" individuals or companies. Also calls for participation on specific committees can be posted on the following ASME website:

<http://www.asme.org/kb/standards/boards-and-committees/call-for-participants>

Geographical Focus

The second initiative is global focus. Again, it is imperative that each Committee prioritizes the countries in which they wish to recruit. The countries with the highest probability of usage of ASME codes and standards should be targeted first.

It is recommended that a volunteer "champion" be identified to recruit within each targeted country. If possible, the champion should be someone with previous business experience within the targeted country. The individual should work closely with the ASME Staff member who is assigned to the targeted country or geographical area.

Contact Methods

- ***Phone Calls***

A personal phone call from a known and respected volunteer is one of our best recruiting tools. Once an individual is identified, a phone call to determine interest is usually the first step in recruiting. Along with determining interest, impediments to participation can be discussed. If letters to management are required, names and addresses of the decision maker(s) can be obtained.

- ***Letters***

Recruitment letters fall into two categories: the first category, formal letters on ASME letterhead send out by ASME staff or officers; the second category, personal letters from Committee members or officers, acting strictly as individuals, sent out on their own company or personal letterhead. Both categories should be utilized as determined by the specific recruiting target needs and or situation. The invitations will be more effective if they come from someone the person knows. Form letters and examples of successful letters are included in Section III.

- ***Networking***

Volunteers attending conferences, meetings, or traveling should be reminded to network with their colleagues to fill their committee's technical needs. All Committee volunteers should act as ambassadors of ASME, always promoting ASME Standards and Certification goals and recruiting worthy individuals.

Personal phone calls should be used as a "follow up" in all cases.

A task group should be established consisting of ASME staff members and volunteers experienced in recruiting to act as a resource to each Committee in executing their recruitment plan. Training on recruiting techniques may also be part of this task group's charter

III. Recruitment Letters

In general, recruitment letters should be sent after the correct addressee is determined. This is usually accomplished by phone calls, e-mails, and /or networking. The purpose of the letter should be clearly stated.

Recruitment letters fall into two categories: the first category, formal letters on ASME letterhead sent out by ASME staff or officers; the second category, personal letters from Committee members or officers sent out on their own company or personal letterhead. Both categories should be utilized as determined by the specific recruiting target needs and or situation. The invitations will be more effective if they come from someone the person knows. Follow-up calls and e-mails are also important.

Form letters and examples of successful letters are included in this tool box for your use. The “example” letters are to be used as a reference or guide only. Each letter should contain information specific to its intended purpose.

The ASME Director or the Board Chair will sign and send such letters on behalf of ASME. The bullet-points in these letters highlight the *common* benefits that a supporting company receives when it supports volunteers in standards development. These may be modified to include *specific* benefits known to the volunteer that the volunteer wishes to make known to his/her supervisor, or to delete bullet points that may not serve to garner support.

When you have drafted your letter, it is recommended that you provide the volunteer/potential volunteer with the opportunity to review the letter and provide specific feedback before it is finalized in order to avoid any misunderstanding within the volunteer/potential volunteer’s company. The volunteer/potential volunteer should be comfortable with the wording in the letter as well as the appropriate personnel in the supporting company to whom copies should be directed. Once the letter is finalized, it should be forwarded to ASME Staff with a request that it be signed and sent by the appropriate ASME Board Chair or Staff Director. You and the volunteer should be copied always.

Committees can tailor or expand the letters as necessary to target specific individuals, expertise or countries.

Form Letters

The letters on the following pages are drafts that are suitable for sending to the companies of:

- (1) Potential volunteers (LETTER FOR RECRUITING) who have the need to convince their employers that agreeing to support their participation in Committee work is in their employer's interest.
- (2) Volunteers (LETTER OF ACKNOWLEDGEMENT) when the volunteer has expressed concern for, or had difficulty getting continued employer support for participating in Committee activities.

LETTER FOR RECRUITING NEW VOLUNTEER MEMBERS

ASME Letterhead

Date: []

[Supervisor's name and title]

[Company name and address]

Dear [Mr. /Ms Supervisor's last name]:

This letter is being sent to encourage your support for **(Candidate's name)** as a volunteer member of **[the ASME _____ Committee name]**. For more than 125 years, ASME has attracted volunteer technical experts for successful development and maintenance of ASME Codes and Standards. While the expense of having **[Mr. /Ms. Candidate's last name]** participate as a volunteer in ASME Committee activities is obvious, the direct benefits to **[Company name]** are potentially huge:

- **[Mr. /Ms. Candidate's last name]** will become knowledgeable in the Codes and Standards that **[Company name]** works under. This allows them to be more thorough and confident in their application of Code rules, leading to increased efficiency and reduced cost to **[Company name]**.
- **[Mr. /Ms. Candidate's last name]** will learn about technical problems in the industry early and how others are dealing with them; this allows participants to avoid these problems within **[Company name]** or to have already developed solutions should the problem arise.
- **[Mr. /Ms. Candidate's last name]** will get to know other technical experts personally; these contacts provide unmatched resources for solving technical problems, providing superior solutions for **[Company name]**.
- **[Mr. /Ms. Candidate's last name]** will learn how ASME Committees operate, by participating in the development and updating of standards, and this knowledge plus their attendance at Committee meetings can expedite urgent items such as Code Cases and interpretations that might be needed by **[Company name]**.

Such "hands-on" experience in Codes and Standards is invaluable to the sponsoring organization as well as to the individual participant. I hope that **[Company name]** will consider these advantages and support participation by **[Mr. /Ms. Candidate's last name]** in ASME code committee activities. Please contact me directly if you require more specific information on these activities or have any questions.

Sincerely,

[ASME Staff Director or Board Chair]

cc: **(Candidate's name)**

(Originator, position on committee)

LETTER OF ACKNOWLEDGEMENT TO VOLUNTEER'S MANAGEMENT
ASME Letterhead

Date: []

[Supervisor's name and title]
[Company name and address]

Dear [Mr./Ms Supervisor's last name]:

[As/On behalf of the] Chair, Board on Pressure Technology Codes and Standards, I am writing to thank you for the support that [Company name] has provided through the valuable contributions that (Volunteer's name) has made to the ASME Boiler and Pressure Vessel Code. In particular, [his/her] participation on [name of subcommittee, task group, etc.] has contributed to [publication, new rules, revisions to particular parts, etc.]. [Mr./Ms Volunteer's last name]'s participation and support for such activities lead to safe and practical rules for the construction of pressure-containing components, addressing both regulatory and industry interests and experience.

When individuals like [Mr./Ms. Volunteer's last name] participate in ASME Code Committees, the direct expense of both time and money to the employer is obvious. However, the benefits to that employer may not be so obvious. Some of those benefits are:

- [Mr. /Ms. Volunteer's last name] becomes knowledgeable in the Codes and Standards under which [Company name] works. This allows them to be more thorough and confident in their application of Code rules, leading to increased efficiency and reduced cost to [Company name].
- [Mr. /Ms. Volunteer's last name] learns about technical problems in the industry early and how others are dealing with them; this allows participants to avoid these problems within [Company name] or to have already developed solutions should the problem arise.
- [Mr. /Ms. Volunteer's last name] has the opportunity to interact with other technical experts with similar interests and to gain experience in teamwork that can be applied within [Company name].
- [Mr. /Ms. Volunteer's last name] gets to know other technical experts personally; these contacts provide unmatched resources for solving technical problems, providing superior solutions for [Company name].
- [Mr./Ms. Volunteer's last name] learns how ASME Committees operate, by participating in the development and updating of standards, and this knowledge plus their attendance at Committee meetings can expedite urgent items such as Code Cases and interpretations that might be needed by [Company name].

Your support of [Mr. /Ms Volunteer's last name]'s activities in ASME Codes and Standards is truly appreciated, and for that I thank you. It is only through the investment by employers and industry sponsors that technical experts can participate in activities that enable ASME to be responsive to industry and research needs through many programs. I urge you to continue this support.

Sincerely,

[ASME Staff Director or Board Chair]

cc: (Candidate's name)

(Originator, position on committee)

Example Letters

The letters on the following pages are actual letters sent to individuals and companies. The letters are a great tool in our efforts to retain members and influence companies to continue to support their employees. The letters are to be used as guides and examples only in assisting you in preparing similar letters:

Example 1 - Recognition of Special Effort

Example 2 - Recognition and Appreciation for Contributions

Example 3 - Letter to Company requesting employee/volunteer participation in off-shore meeting

EXAMPLE 1

January 26, 2007

Mr. David R. Lewis
Partner / Pillsbury, Winthrop, Shaw, Pittman, LLP
2300 N Street, NW Washington, DC 20037-1122

Subject: Recognition of Special Efforts on Behalf of ASME Board on Nuclear Codes and Standards Regulatory Endorsement Task Group

Dear David:

On behalf of the ASME Board on Nuclear Codes and Standards (BNCS), it is my pleasure to extend to you this letter of appreciation. This letter is to recognize you for your dedicated efforts as a member of the BNCS Task Group on Regulatory Endorsement in obtaining a United States Nuclear Regulatory Commission (NRC) position that clarifies the endorsement of our ASME Nuclear Codes and Standards listed in Title 10 of the Code of Federal Regulations (CFR), Part 50.55a, Codes and Standards.

On January 11, 2007, in a public meeting between ASME and NRC, a representative of the NRC's Office of General Council outlined a NRC position on the scope of the endorsement of ASME Nuclear Codes & Standards currently referenced in 10 CFR 50.55a. This position establishes a needed clarification of how and what the regulation actually endorses. When it is published by the NRC, it will reduce alternative and relief requests from the nuclear industry, help the NRC staff, ASME, and Licensees/Owners in understanding the meaning of the regulation, and reduce resources needed by all the parties involved.

The special efforts that you put forth to help accomplish this task reflect the devotion and commitment of a true volunteer, and it is my sincere pleasure to congratulate you on this significant accomplishment. Thank you!

Sincerely,

Kenneth R. Balkey, P.E.
Chair, Board on Nuclear Codes and Standards

EXAMPLE 2

June 2008

Mr. Dennis W. Henneke, Member
ANS Risk Informed Standards Consensus
Committee C/o General Electric Company
3901 Castle Hayne Road
Wilmington, NC 28401

Subject: Recognition and Appreciation for Contributions to Development of the Combined
Probabilistic Risk Assessment Standard - ASME/ANS RA-S-2008

Dear Dennis –

On behalf of the ANS Standards Board and the ASME Board on Nuclear Codes and Standards, we extend our heartfelt appreciation for your dedicated efforts and contributions to the development of the ASME/ANS standard titled – “*Standard For Probabilistic Risk Assessment For Nuclear Power Plant Applications,*” ASME/ANS RA-S-2008. Working with colleagues from the ANS Risk Informed Standards Consensus Committee and the ASME Committee on Nuclear Risk Management, you have personally assisted in issuance of the first joint standard ever published by ANS and ASME with the completion of this important document. Your participation and cooperation in this endeavor have greatly enhanced the relationship between ASME and ANS at a time when collaboration between our two professional engineering societies is much needed so as to meet growing demands to support current and new reactor developments worldwide.

We are grateful for your efforts in overcoming the many challenges related to the development of this historic ASME/ANS standard, and we request that you continue the level of engagement and collaboration in the future so that both Societies can continue to produce the best possible consensus standards. Publication and use of this document will generate field experience and new technology that will need to be incorporated in future revisions of the standard for years to come. You have set a standard of performance that will serve as an excellent example for others to follow.

Most sincerely,

Kenneth R. Balkey, PE
Chair
ASME Board on Nuclear Codes and Standards

Dr. N. Prasad Kadambi
Chair
ANS Standards Board

EXAMPLE 3

October 29, 2007

Mr. Jack Cadogan, Engineering Director
FPL Energy Duane Arnold
3277 DAEC Road
Palo, IA 52324

Subject: Request for Mr. Gary Park to Participate in Special Nuclear Codes and Standards
Meetings in Cadarache, France in February 2008

Dear Mr. Cadogan:

Thank you for your continued support of Mr. Park's active participation and contributions to the ASME Board on Nuclear Codes and Standards as well as the contributions of all your employees in the development of these consensus standards.

Mr. Park currently serves as Chair of the Subcommittee on Nuclear Inservice Inspection of the ASME Boiler & Pressure Vessel Code that is a highly visible position within the global nuclear industry. His service to the Society and the interaction with the U.S. Nuclear Regulatory Commission is greatly appreciated. In particular, Mr. Park continues to direct the development of key ASME standards actions in a professional manner that are endorsed by the regulator in a timely manner to support industry needs related to ensuring the structural integrity of nuclear power plant systems and components. More than 200 volunteers, representing senior technical experts from industry and government throughout the U.S. and the globe, are members of the ASME Subcommittee XI organization under Mr. Park's dedicated and devoted leadership.

This letter is a special request by The Society to have Mr. Park participate in a unique set of meetings on Monday, February 25, 2008 through Thursday, February 28, 2008 at the Cadarache Château located outside the security fence of the CEA Cadarache Research Center. The ITER fusion project, located in the southern part of France, is hosting the meetings that will involve a workshop on Monday and Tuesday on international codes and standards currently being used for nuclear plant operation and construction. The ASME Board on Nuclear Codes & Standards will hold a special meeting with the ITER Organization on Wednesday morning followed by ASME Board meetings on Wednesday afternoon and Thursday.

The ITER International Fusion Energy Organization (IIFEO) and hereinafter referred to as the ITER Organization is hosting these meetings concerning the use of codes and standards internationally for nuclear facilities and in particular their impact on the ITER fusion project.

This project will begin its procurement activities involving governments and companies from around the world. Officials from the ITER Organization are making arrangements for cognizant industry and regulatory representatives from the EU member countries and other member countries of the ITER Organization such as Korea, USA, and Japan to attend. These representatives will join with members of ITER staff, CEA, members of the ASME Board on Nuclear Codes and Standards and other industry and regulatory officials to discuss global nuclear codes and standards issues. Topics that are scheduled to be discussed are: new construction codes & standards needs, advanced codes & standards needs for new generation reactors, fusion and other future applications, risk-informed and risk management usage, and regulations of the future.

Representatives from various regulatory agencies including the International Atomic Energy Agency-IAEA, US NRC, Korean MOST, Japan JNES, French ASN and the OECD Nuclear Energy Agency (NEA) are being invited to participate in these discussions, particularly with the changing environment in Europe and throughout the world. There is a growing need for globally accepted codes and standards as many of these countries are involved with procurement and manufacturing of nuclear components.

As you are aware, ASME Nuclear Codes and Standards are used throughout the world either directly or as the reference for the development of specific in-country standards. The ASME Board on Nuclear Codes and Standards is making concerted efforts to meet off the North American continent at least biannually in order to facilitate obtaining global stakeholder input. Our first such meeting in Prague, Czech Republic in June 2006 was most successful in obtaining input from representatives in Eastern Europe who have never before been able to attend an ASME meeting. ASME has a vision to be the premier organization for promoting multidisciplinary engineering and allied sciences to our diverse communities throughout the World, and this meeting helps us to reach that goal. The nuclear power industry is a worldwide initiative that becomes ever more intertwined, particularly given the growing interest in increasing the use of this source of emission free electricity to address rapidly growing global energy needs.

These developments present an enormous challenge as well as an opportunity to ASME Nuclear Codes and Standards and all of our volunteers and stakeholders. ASME relies on the support of organizations like FPL Energy for Board volunteer participation to ensure that all stakeholders in the nuclear industry are represented, especially at this time of global resurgence of interest in new nuclear construction and extended operation for today's reactors.

Mr. Park's participation in the Cadarache meetings will benefit FPL Energy by providing insight into the developing need for globally accepted codes and standards, while demonstrating that FPL Energy is one of the leaders in the Nuclear Industry.

Thank you for your consideration of this special request. If you have any questions, please do not hesitate to contact either me or Kevin Ennis in our New York office, at your convenience.

Sincerely,

Kenneth R. Balkey, PE Chair,
Board on Nuclear Codes and Standards

cc: Mr. Kevin Ennis, ASME Staff, Director, Nuclear Codes & Standards
Mr. Richard Porco, Vice Chair, ASME Board on Nuclear Codes & Standards Operations
Mr. Bryan Erler, Vice Chair, ASME Board on Nuclear Codes & Standards Strategic Initiatives
Mr. Gary Park, Chair, Subcommittee XI of the ASME Boiler & Pressure Vessel Code
Mr. Ken Kleinheinz, Manager Program Engineering, FPL Energy Duane Arnold
Mr. Bruce Klotz, Supervisor Program Engineering, FPL Energy Duane Arnold

IV. Recruitment Brochure

Following this page is a brochure that could be included in your letters and e-mails as appropriate.

The brochure is titled “**A Rewarding Experience: Volunteering for ASME Committees – Benefits to You and Your Organization**”. This brochure provides answers to commonly asked questions regarding participation, benefits, volunteer classifications, and provides links to ASME websites for additional information. Hard copies of a professionally produced, folded and stapled brochure are available from ASME Staff.

Members should be familiar with the contents of the brochure and information contained on the referenced web sites.

A Rewarding Experience

go.asme.org/GetInvolved

Volunteering for ASME Committees



involvement



service



benefits



opportunities



The American Society of Mechanical Engineers® (ASME®)

The Society of Mechanical Engineers

For more than 100 years, ASME has successfully attracted volunteer technical experts to develop, maintain and disseminate ASME codes and standards.

Participation by volunteers in ASME standards-writing committees is the lifeblood of the ASME standards-writing process.

Committee participation provides value to the individuals involved. Their employers that provide the funding for participation, and the general public.

This is your invitation to become an ASME Standards & Certification committee volunteer.

Benefit from the following:

- Incredible technical exposure and collaboration
- Lifelong friendships with top practitioners in your field
- Pride in doing something important for your profession
- Opportunities to contribute to the well-being of humankind
- Knowledge that you're making a positive impact on your career
- Involvement in excellence



Gain...

“By volunteering you will take satisfaction knowing that you play an important role in your professional growth, the future of your employer or own business and the well-being of humankind.”



Service to business and government

Founded in 1880 as the American Society of Mechanical Engineers, ASME is a not-for-profit, professional organization promoting the art, science, and practice of mechanical and multidisciplinary engineering and allied sciences. ASME develops codes and standards that enhance public safety, and provides lifelong learning and technical exchange opportunities benefiting the engineering and technology community.

550 internationally recognized codes and standards

ASME has pioneered the development of codes, standards, and related conformity assessment programs.

These codes and standards promote safety, reliability, productivity, and efficiency in industry. ASME provides invaluable technical support to business, industry, and government through the distribution and maintenance of ASME standards, conformity assessment, and related activities. The Society continues to be the globally-recognized forum where engineers, academics, manufacturers, and government officials share knowledge, experience, and ideas in support of the codes and standards development process.

ASME sponsors more than 30 conferences each year, and is one of the world's largest technical publishers, with more than 2,000 titles in print at any given time, including books, proceedings, and technical papers.



Since 1884, ASME has pioneered the development of codes and standards used in more than 100 countries providing a technical basis for achieving regulatory goals without imposing an unnecessary burden on industry.



Helping Business

ASME helps companies gain a competitive edge through participation on standards development committees for technical standards. Involvement on ASME committees provides companies with critical information, plus opportunities to expand their global networks and strengthen involvement in the decision-making process.

Being involved in the development of codes and standards provides early and ongoing awareness of technical issues in industry and how others are dealing with them. This awareness allows participants to avoid these issues within their own organizations or to have solutions prepared should problems arise.

Serving government

ASME helps governments ensure the safety of their citizens and their environment through the adoption of codes and standards to satisfy regulation. Use of codes and standards lessens the burden on government by providing a technically sound basis for achieving regulatory goals without imposing an unnecessary burden on industry.

Government involvement on ASME committees provides officials with critical information and strengthens involvement in the decision-making process, so that regulations are understood and enforceable.

Rewarding at Every Career Stage

Benefits of participation

Senior-level Contributors


- Join forces with the best-of-the-best technical experts in your field.
- Achieve a personal network of peer contacts for valuable technical guidance and insight.
- Gain access to standards revisions ahead of the rest of the industry.
- Gain insight about whom to hire as knowledgeable and experienced consultants should your company need them.

Mid-career Contributors


- Become aware of technical issues in your industry and learn how others are dealing with them.
- See your work become part of an international engineering standard that is used globally.

Early-career Contributors

- Become intimately knowledgeable about the codes and standards with which you work.
- Develop experience in teamwork and in the art of consensus-building – both of which are directly transferable to other work areas.
- Learn how to run meetings that are productive and focused.
- Gain technical leadership skills by spearheading a task group, subcommittee or eventually the committee itself.
- Develop the ability to influence, persuade and communicate your technical views in order to be a more effective contributor.
- Develop a better understanding of the industry by getting out from behind your desk in your localized work area and seeing how the rest of your industry works.
- Become aware of technical issues in your industry and learn how others are dealing with them.
- See your work become part of an international engineering standard that is used globally.



“The broad range of volunteer experience, from department heads and the top technical experts to engineers in their early career stages is instrumental in helping to keep ASME Standards and Certification current, practical and applicable for everyday action.”



Opportunities for participants' organizations

ASME Standards & Certification enjoys ongoing volunteer contributions from hundreds of leading companies, consultants, academics and government officials. Standards development committees typically feature strong representation of Fortune 500 corporations drawn from across the breadth of applicable industries.

Corporate Benefits

- Ensures that the interests, practices and experience of your employer are thoroughly considered in developing and updating requirements in codes and standards.
- Reduces the risk that the committee will create requirements that are incompatible with your products or services or your corporate codes and standards.
- Ensures that your employer has early access to and is continuously aware of upcoming technical revisions and their technical basis so that these changes can be incorporated into your designs while the standards development is taking place.
- Provides early and ongoing awareness of technical issues in the industry; this allows you and your company to avoid these issues or have solutions prepared before a problem arises.
- Provides understanding of the codes and standards. This develops your confidence in the application of rules, increases efficiency and reduces cost to the organization.

Operational Returns

- Gives your organization an opportunity for shared participation in R&D efforts at a lower cost than if done by a single entity.
- Provides benchmarking opportunities.
- Offers the knowledge and insight needed in securing the best consultants to hire for projects.
- Provides you with complimentary access to the ASME codes and standards related to their committee work.

Staff Development

- Provides opportunities for participants to get to know other technical experts personally; these contacts provide unmatched resources for solving technical problems.
- Increases your business technical leadership and communications skills which in turn increases your performance and contribution.

Volunteering for ASME Committees...

Volunteer duties will vary with your type of membership. ASME offers the following membership classifications:

- Member
- Corresponding Member
- Delegate
- Contributing Member
- Alternate
- Representative

For a description of each classification, plus responsibilities, expectations and privileges, please access the Volunteer Handbook online :

cstools.asme.org/csconnect/CommitteePages.cfm

Volunteer today!



Why support employee involvement?



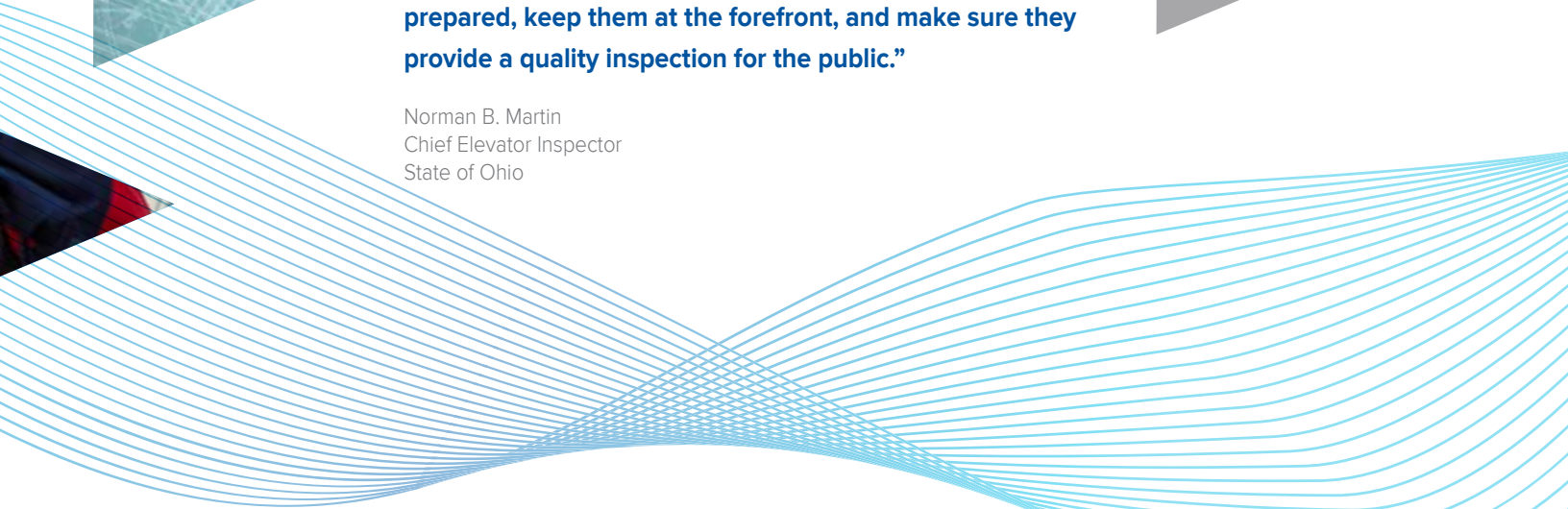
“If the code or standard does not reflect best practices, the right way to do things, then that company could be at a disadvantage, and society as a whole would be at a disadvantage.”

J.R. Sims
Senior Engineering Fellow
Becht Engineering Co., Inc.



“You know what’s coming next so you can get your staffs prepared, keep them at the forefront, and make sure they provide a quality inspection for the public.”

Norman B. Martin
Chief Elevator Inspector
State of Ohio



ASME Offices

HEADQUARTERS

Two Park Avenue
New York, NY 10016-5990 U.S.A.
800-843-2763 (US/Canada)
001-800-843-2763 (Mexico)
973-882-1170 (outside of NA)
Web site: <http://www.asme.org>

ASME Customer Care

150 Clove Road
Little Falls, NJ 07424-2100
800-843-2763 (US/Canada)
001-800-843-2763 (Mexico)
973-882-1170 (outside of NA)
E-mail: customer-care@asme.org

ASME Washington Center

1828 L Street, NW
Suite 810
Washington, DC 20036-5104
Telephone: 202-785-3756
E-mail: grdept@asme.org

ASME China

ASME Asia Pacific, LLC
Unit 09A, EF Fl, E. Tower/Twin
Towers No. B12, JianGuo MenWai
Dajie ChaoYang District
Beijing, 100022 P.R.C.
+8610-5109-6032

ASME INDIA

335, Udyog Vihar, Phase-IV
Gurgaon-122 015 (Haryana)
91-124-430-8411 or
91-124-430-8413
E-mail: info-india@asme.org
www.asme.org

A Rewarding Experience

- involvement
- service
- benefits
- opportunities

Get involved.
Become an ASME committee volunteer.

go.asme.org/GetInvolved

