



AMUG BOARD OF DIRECTORS JOB DESCRIPTIONS FOR 2020

Election Date: Sunday, March 14 - Monday, March 15

Term of Office and Job Descriptions

Position	Position Available	Term of Office	Elected or Appointed
Officer Positions			
President	1	1 year*	Elected
Vice President	1	1 year*	Elected
Treasurer	1	3 years**	Appointed
Secretary	1	2 years	Elected
Director Positions			
Director, Education and Conference	1	2 years	Elected
Director, Business Development	1	2 years	Elected
Director, Membership	1	1 year*	Elected
Director, Event and Hospitality	1	2 years	Elected
Director at Large	1	1 year*	Appointed

*This position converts to a 2-year term starting in 2022

**This position started the 3 year term in 2020

AMUG BOARD OF DIRECTORS

The AMUG Board of Directors is made up of nine individuals, and four of those nine are Officers of the Corporation. The AMUG Board of Directors purpose is to ensure that the Objectives and Purpose outlined in Article 2, Section 1 of the AMUG Bylaws are met. All nine members of the Board of Directors hold one vote as per the AMUG Bylaws. All nine members of the Board of Directors hold one vote as per the AMUG Bylaws. It is expected that all Directors may interact with the corporate consultants to achieve their objectives.

NUMBER OF OFFICERS

The Officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer. These Officers will also serve simultaneously on the Board of Directors. No offices may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment.

OBJECTIVES and PURPOSE

The primary objective and purpose of this Corporation (Additive Manufacturing Users Group – AMUG) shall be to encourage and coordinate technical information exchange between owners, users, and operators of Additive Manufacturing (AM) equipment and to provide communication on hardware and software modifications. The specific objectives of this Corporation shall include, but are not limited to, all of the following:

- Education and advance the uses and application of additive manufacturing technologies;
- Encourage effective information exchange of non-proprietary strategies and applications by providing a forum for presentation, training seminars, and papers;
- Facilitate a forum for vendors, along with users, to develop applications and best practices of AM equipment, AM materials, ancillary equipment/processes, and complementary software;
- Identify problems and propose solutions to problems that apply to hardware, materials and software;
- Facilitate sharing of practices and techniques to be used by the membership;
- Coordinate and manage an annual business meeting and Users Group Conference that supports the objectives and purposes of the Corporation outlined above.

QUALIFICATION, ELECTION, AND TERM OF OFFICE

Any AMUG member in good standing may serve as an Officer or Director of this Corporation except employees of additive manufacturing equipment, material manufacturers, or software development companies are not eligible to serve as President, Vice President, Treasurer, or Director, Membership. All candidates that could be viewed as an OEM shall be reviewed by the Nominating Committee and sent to the Executive Committee for approval. In addition, no two individuals from the same company may hold a position on the Board of Directors at the same time. The elected Offices of President, Vice President, Secretary, and Directors shall be voted on during the annual Users Group Conference by the members present at the annual Users Group Conference. Unless otherwise provided by the Board of Directors, the results of the



election shall be announced at the annual business meeting during the annual Users Group Conference. In conjunction with a position on the Board of Directors, each Officer and Director shall hold office until the Officer or Director resigns, is removed, is otherwise disqualified to serve, or until a successor shall be qualified and elected, whichever occurs first. The term for each elected Officer and Directors other than Treasurer shall be for two (2) years (some positions start a two-year term in 2021), unless otherwise provided in the Bylaws. The Treasurer shall hold office for three (3) years, as provided in the Bylaws.

METHOD OF ELECTION: As provided in the Bylaws and managed by the nominating committee through the AMUG mobile app at the annual AMUG Conference.

COMPENSATION

Officers and Directors serve without compensation except that they shall be allowed and paid reasonable advancement or reimbursement of expenses incurred in the performance of their regular AMUG duties. Annual membership dues are not compensated.

Please consult the AMUG Bylaws and the AMUG Policy and Procedure Manual for additional information.

TIME COMMITMENT

Candidate should have an interest in active participation in AMUG strategic direction, as well as policy information, finance and administration, and matters regarding AMUG with the AM community. As an all-volunteer organization, AMUG relies on individuals that can be an active participant and had the backing of their organization to provide the time and capabilities needed for each position.

- All positions require participation in Board of Director meetings/Conference calls:
 - Bi-monthly calls last up to an hour (1 hour, twice a month). It is important to note, that there may be times when “after-hours” time commitments, such as evening and/or weekends, are required.
- Participation in the meetings of the Board of Directors for onboarding of new board members at the annual strategy meeting held in May/June. Annual strategy meeting is typically a 2-day commitment.
- Active management and participation on committee assigned to Board of Director position. Hours depend on calls per week, etc., minimum 1 hour each.
- Participation requires at least daily monitoring of email discussions, phone calls, and preparation for and participation in Board of Director meetings and committee calls. All Board of Directors can plan on interacting with other Board of Directors, Committee Chair/members, consultants and vendors, sponsors, exhibitors and attendees.
- Active participation and representation as a Board of Director at the annual AMUG Conference. Board of Directors responsibilities at the conference vary based on position, however all Board of Directors can anticipate a very busy week. All Board of Directors are asked to arrive the Thursday before the Conference and depart the Friday or Saturday afterwards, again depending on the responsibility of the position.

Below is a brief description of the AMUG Board of Director positions

PRESIDENT

The President is an Officer of the Corporation, acting Chief Executive Officer, and shall, subject to the control of the Board of Directors, supervise and control the affairs of AMUG and the activities of the Officers and Directors. The President shall perform all duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by the Bylaws, or which may be prescribed from time to time by the Board of Directors. The President presides at all meetings of the Board of Directors and meetings of the members. The President is responsible for ensuring the Board of Directors coordinates and manages an annual business meeting and User Group Conference that support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws; develops in coordination with the Board of Directors, an agenda and comprehensive program for the annual conference that meets the Objectives and Purposes of the Corporation; ensures continued growth of membership, partners, sponsors and exhibitors; and manages and coordinates implementation of the long-term strategy of the Corporation as agreed upon by the Board of Directors during the annual strategy meeting.



VICE PRESIDENT

Vice President is an Officer of the Corporation and works with the President, the Directors, Education and Conference and Business Development to develop, manage and coordinate the overall agenda for the annual User Group conference. The Vice President will focus on developing a forum for users, along with vendors, to develop applications and best practices of AM equipment, AM materials, ancillary equipment/processes, and complementary software. Vice President will serve as the primary coordinator for the sponsors and exhibitors at the annual User Group Conference; qualifies sponsors and exhibitors for the conference that support the education and advancement of additive manufacturing technologies used in a professional industrial environment; collaborates with high-level sponsors to develop their participation at the conference through training and speaking sessions, and the AMUGexpo. Vice President contributes to the long-term vision of the organization and assists the President to ensure that Board of Directors meeting arrangements are completed, and in the absence of the President will assume the Presidential duties as required by the Board of Directors

TREASURER

Treasurer is an Officer of the Corporation and will direct the financial operations of AMUG Corporation including budgeting, planning, investing and other financial matters for the Corporation. Subject to the provisions of these Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer shall charge and oversee the custody of all funds and securities of the Corporation; oversee the receipt for monies due and payable to the Corporation from any source whatsoever, and oversee the deposit all such monies in the name of the Corporation in such banks, trust companies or other depositories as may be; and in general perform the duties incident to the office of Treasurer, required by law or such other duties as from time to time may be assigned by the President or by the Board of Directors. Treasurer develops and implements a Board approved long-term financial strategy that facilitates operational improvements; enables the growth of the Corporation to meet the growth requirements of members, sponsors and exhibitors; and is the Board representative that works directly with the Corporation legal consultant. Note: Treasurer position is appointed by the Board, and requires a background check.

SECRETARY

Secretary is an Officer of the Corporation and oversees the custody of the corporate records of the Corporation, responsible for maintaining and updating all corporate records including, but not limited to, official AMUG Bylaws, the seal of the Corporation, a complete member roster, and maintains official minutes of all Board of Directors meetings. Secretary is responsible for managing the Governance committee, continued development of the AMUG Policies and Procedures, and working with the Registration Committee and Treasurer on the registration process of members, sponsors and exhibitors at the annual conference. Secretary ensures all notices are duly given in accordance with the Bylaws or as required by law, and in general perform all duties incident to the office of Secretary, required by law or such other duties as from time to time may be assigned by the President or Board of Directors.

DIRECTOR, EDUCATION AND CONFERENCE

Director, Education and Conference is the primary lead on developing, coordinating and implementing the agenda and programs for the annual User Group Conference. Director, Education and Conference develops the AMUG-specific programs that fulfill the Objectives and Purposes of AMUG; works with the Track Leader Chair to ensure the track programs support the forum for users to develop industrial applications and best practices of AM equipment, AM materials, ancillary equipment/processes, and complementary software; manages the development and production of the conference program both online and in print, coordinates with the Vice President all high-level sponsor programs, and works with third-party vendors as required.

DIRECTOR, BUSINESS DEVELOPMENT

Director of Business Development is responsible for the increased awareness of AMUG Corporation and Users Group Conference within the additive manufacturing industry. Director of Business Development manages conference partnerships (such as media partnerships), identifies problems and proposes solutions that help users applying to hardware, materials and software and presents to the Director, Education and Conference and Agenda Committee for program development at the annual Users Group Conference; identifies and shares with the Board of Directors, development or activities in the industry that could be complimentary or conflicting for the Corporation and the long-term strategy of the Corporation; works with the Vice President to acquire sponsors and exhibitors that add value to the members ability to advance their additive manufacturing technologies and abilities; and provide support to the Vice President as needed.



DIRECTOR, MEMBERSHIP

Director, Membership is responsible for engaging, retaining and developing membership in AMUG. Director, Membership helps promote the annual conference to members and potential members, works with the marketing committee on programs to increase awareness and growth. Director, Membership is primary lead on developing and executing a comprehensive strategy to create a member advocacy program to support the long-term strategy as outlined by the Board of Directors at the annual strategy meeting. The Director, Membership evaluates membership interest, points of engagement, and growth opportunities/directions. The Director, Membership will compile and present to the Board all opportunities identified that will better the members, potential members, and opportunities for expanding member benefits and growth.

DIRECTOR, EVENT AND HOSPITALITY

Director, Event and Hospitality is responsible for arranging, managing and negotiating all facilities contracts and logistics associated with the annual User Group Conference for the AMUG Corporation. Director, Event and Hospitality will negotiate for Board approval, all necessary hotel contracts for meeting rooms, expo space, meals and beverages, third-party vendors that support the activities of the conference, and all on-site and off-site events during the conference or other official Board meetings. The Director, Event and Hospitality will work to understand and accommodate the requirements for the current and future conference, agenda, sponsors, and partner activities within the approved budget.

DIRECTOR AT LARGE

Director at Large works to support the Board of Directors where needed, works with the President to develop long-term strategies within the AM industry through long-term, strategic partnerships with associations or organizations. This Director will assist any and all of the Board of Directors to ensure their duties are accomplished as needed. Identify and present to the Board of Directors, any opportunities for improvement or needs for organizational growth. Director at Large will work with consultants and will act as the Board Advisor to the International Committee. Director at Large focuses on developing and presenting to the Board for consideration at the annual strategy meeting the long-term strategy of the Corporation.