

ASME K-16 Heat Transfer in Electronic Equipment

Secretary Role

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Introduction

Congratulations of being nominated and selected as K-16 secretary. To be selected by peers in academia and industry is a great honor and recognition of your contribution and potential.

Mission

K-16 is an exciting committee with as mission:

- 1) To promote the interchange of ideas, experiences, and evaluations among engineers and scientists through the organization of meetings, conferences, continuing education presentations, and other forums as deemed appropriate by the Division.
- 2) To interact and cooperate with other professional divisions, groups, and committees within the Society, and other societies; especially in matters related to standardization, research, papers and reports, meetings and special services, and the avoidance of duplicating or conflicting efforts.
- 3) To direct attention to commendable engineering achievement through presentation of or recommendation for suitable awards and recognition.
- 4) To promote the arts, sciences, and practice of engineering through those activities which are proper and which encompass all aspects of heat transfer and which aid in the compilation and dissemination of relevant information.

Responsibilities

Particular responsibilities of the secretary (as experienced by the author):

Management of membership

Keeping record of K-16 members and aspiring members is an important role of the secretary. First and foremost, it is desired to always keep an up to date list of contact information and affiliation for each member.

Secondly, membership occurs at different levels. The following descriptions are assigned to persons in the current administration:

Description	Details	Status options	Voting rights
Aspiring member	Person that has indicated interested to become a full member, working on meeting requirements	Aspiring	No
Chair	Chair of K-16	Active	Yes
Deceased	Deceased former member	Inactive	No
Former member	Used to be member	Inactive	No
Founding member	Founder of K-16	Emeritus	Yes
Member	Active member	Active	Yes
Past Chair	Former Chair	Emeritus	Yes
Secretary	Secretary of K-16	Active	Yes
Vice Chair	Vice Chair of K-16	Active	Yes

Only Active and Emeritus statuses give voting rights. This membership list can be maintained in multiple ways, but it is the vision to manage this on the ASME K-16 web portal in the future.

Attendance of K-16 aspiring and active members at K-16 meetings is recorded to keep track of activity levels. A member calling in by phone is considered a member in attendance at the meeting.

It is often requested to have an e-mail list of all active or all active+aspiring members. It is recommended for the secretary to have this list available such that it can be used for correspondence.

Management of new applicants

For an aspiring member to become a full member, he has to satisfy the following requirements:

- attend **2 (two) K-16 committee meetings in a 2 year time frame** (presence validated by one of the attending K-16 officers and captured in the K-16 committee meeting minutes)
- Assist and co-organize a minimum of 3 technical Tracks/Sessions/Posters/Panels (K-16 sponsored activities) at InterPack/ITherm/IMECE/SHTC.

c. Once a + b criteria is met, the applicant/s should submit their application to the 3 K-16 Committee Officers who will vote for each aspiring member and by simple majority will decide whether to accept/reject the candidacy.

d. Additional requirement: new members will have to actively assist with the improvement of the new K-16 website (work with K-16 Secretary)

Requirement d is optional, but encouraged.

Upon receiving an application from an aspiring member (req. c), the secretary is to bring the aspiring member up for vote at the next officer meeting. After decision, the secretary will contact the aspiring member with the outcome. An example of such a message is given in Appendix A.

Management and distribution of K-16 meeting minutes

K-16 meetings are held at most major ASME and some IEEE conferences. The K-16 secretary has a responsibility to take minutes and compile these in an organized manner for distribution to the members of K-16 by e-mail. In addition, these minutes can be uploaded to the web portal.

It is important that the minutes contain details about events sponsored by K-16 and partner organizations. In addition, the minutes should contain an accurate attendance list from the event.

An example of a minutes distribution message to K-16 members can be found in Appendix B.

Appendix A: Aspiring member upgraded concept message.

Dear <--name here-->,

Your participation in K-16 meetings is observed and greatly appreciated. In line with your full membership application earlier this year, the K-16 committee has reviewed your activity and observed that requirements a-b-c are met.

Congratulations!

Based on your active participation, the committee unanimously decided to upgrade your status to full member.

As a full member you will have voting rights and are eligible for leadership positions in K-16.

We do measure activity and encourage you to grow your active role within the community.

Find below the mission statement of the committee:

K-16 mission statement:

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Please review your contact details in our membership list.

<--link here-->

Again, congratulations! Welcome to K-16!

Best regards,

<--Secretary name here -->

On Behalf of the ASME K16 Committee on Heat Transfer in Electronic Equipment

chair name here -->, Chair

vice chair name here -->, Vice Chair

secretary name here-->, Secretary

Appendix B: Meeting minutes message example

All,

Find attached the minutes from the <--date here--> ASME K16 Heat Transfer in Electronic Equipment committee meeting during the <--event name here-->.

The K-16 committee's mission :

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Best Regards,

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We appreciate your contributions to this mission.

Best regards,

<--secretary name here-->

On Behalf of the ASME K16 Committee on Heat Transfer in Electronic Equipment

chair name here -->, Chair

vice chair name here -->, Vice Chair

secretary name here-->, Secretary