HTS shall be governed by a Board consisting of the President (two year term), Past President (two year term), Vice President (two year term), Secretary (two year term), eight (8) Board Members (three year terms) and one Emerging Professional (one year term). In addition, a Student will be appointed to the Board (one year term).

**Duties and Responsibilities of the Board**

1. Identify and understand the needs of the Heat Treating Society (HTS) members.
2. Establish HTS mission, strategies, and long range plans to meet these needs.
3. Identify services valuable to HTS members.
4. Establish, appoint, and empower councils, committees, teams, and task forces of members to conduct the activities of HTS.
5. Monitor the progress of HTS and take appropriate action to assure achievement of plans and strategies.
6. Create systems & procedures for conducting the business of the Board and provide for continuation of a healthy Board.
9. Provide advice, counsel, and assistance to the President, Officers, and Executive Director of HTS.
10. Attend all meetings of the Board. Excused absence may be granted by the President upon receipt of a written explanation in advance of the meeting. Unexcused absence from two consecutive meetings shall result in a member vacating the seat on the Board.

**Responsible to:**

1. Members of the Heat Treating Society
2. ASM International Board of Trustees

**Duties of Officers**

**President:** Chairs Board, HTS Spokesman, appoints committees
Vice President: Leads HTS planning. Serves as Liaison to the HTS Technology & Programming Committee.

Past President: Advises, chairs the Finance Committee and Awards and Nominations Committee.

Secretary: Record meeting minutes.

Nominations and Elections

By the first week in April 2021 the Awards and Nominations Committee shall nominate three (3) Board Members (nominees must be members in good standing of HTS). These nominees shall be ratified by the ASM Board of Trustees and their terms shall begin October 1.

If vacancies occur on the HTS Board for any reason, they shall be filled by appointment of the HTS Board if requested by the HTS President. The HTS A&N committee will submit nominations for the vacancies to the HTS Board.