



**Mineral & Metallurgical Processing Division
Handbook**
(Duties and Responsibilities of Officers)

FEBRUARY 2026

**DUTIES AND RESPONSIBILITIES OF OFFICERS
MINERAL & METALLURGICAL PROCESSING DIVISION SME**

CHAIR

1. Officer and voting member of the Executive Committee and presides at all Executive Committee meetings and business meetings of the Division.
2. Appoints all necessary committees and representatives, including ad hoc committees that may be needed during the year and the MPD representatives to various committees of SME as requested.
3. Appoints a past or present SME MPD Executive committee member to fill any vacancy in elected membership of the Executive Committee to serve until the next election.
4. Transacts all Divisional business not specifically delegated to other officers by the Bylaws.
5. Arranges for the program of the Annual Luncheon meeting of the Division held at the conclusion of his/her term as Chair, which duties include:
 - a. Arrangements for a luncheon speaker.
 - b. Invitation of guests (other Divisional, Society and Institute Officers) and seating arrangements.
 - c. Recognition of MPD award winners.
 - d. Installation of incoming officers at the end of the MPD Annual Business Meeting.
6. Sends copies of all correspondence to the Division Secretary Treasurer, Associate Chair and SME for their records.
7. Serves on the MPD Nominating Committee, MPD Outstanding Young Engineer Committee, and James Douglas Gold Medal Award Committee.

ASSOCIATE CHAIR

1. Officer and voting member of the Executive Committee and assists Chair as needed.
2. Presides at any Executive Committee meeting in the absence of the Chair.
3. Serves as the Program Committee Chair. Nominates the Technical Unit Committee Chairs for the next year's topics and speakers.
4. Advises the MPD Student Poster Contest Committee.
5. Introduces all incoming Officers at the MPD Annual Meeting.

6. Serves on the MPD Nominating, MPD Outstanding Young Engineer, SME Fellow Award, and James Douglas Gold Medal Award Committee.

FIRST VICE CHAIR

1. Officer and voting member of the Executive Committee and assists Chair as needed.
2. Presides at any Executive Committee meeting in the absence of the Chair and Associate Chair.
3. Serves as the Program Committee Vice Chair.
4. Organizes annual fundraising activities as required by the Executive Committee. In particular, the First Vice Chair is responsible for all MPD fundraising and supported by other Executive committee members as needed.
5. Serves on the MPD Nominating and MPD Outstanding Young Engineer and the NAEMC committees

SECOND VICE CHAIR

1. Officer and voting member of the Executive Committee and assists Chair as needed.
2. Presides at any Executive Committee meeting in the absence of the Chair, Associate Chair and First Vice Chair.
3. Serves as the MPD representative on the SME *Mining Engineering* Committee for a two-year term.
4. Serves as the Membership Committee Chair.
5. Serves on the MPD Nominating, MPD Outstanding Young Engineer, *Mining Engineering* and the NAEMC committee.

SECRETARY-TREASURER

1. Officer and voting member of the Executive Committee.
2. Records the minutes of all meetings of the Executive Committee.

3. Provides a division financial statement at the Annual Meeting.
4. Sends copies of all correspondence to the Division Chair, Associate Chair and SME for their records.
5. Responsible for selecting authors and topics to prepare the “Fine Grind” article to be published in *Mining Engineering*. This responsibility begins with the April issue and ends with the March issue of the following year.
6. Organizes fundraising events at the SME Annual Conference as required by the Executive Committee
7. Serves on the MPD Nominating and MPD Outstanding Young Engineer, and the NAEMC committee

TECHNICAL PROGRAM ASSOCIATE

1. Voting member of the Executive Committee.
2. Serves on the Program Committee at the behest of the Program Committee Chair.
3. Serves on the MPD Outstanding Young Engineer Committee.
4. Coordinates the Best Presenter Awards from the previous year.

MEMBERSHIP ASSOCIATE

1. Voting member of the Executive Committee.
2. Serves as the Membership Committee Vice Chair.
3. Serves on the SME Membership Committee representing the MPD.
4. Serves as one of the judges for the MPD Student Poster Contest.
5. Responsible for MPD Volunteer Interest submissions, including the following:
 - a. Keeps a running database of submissions,
 - b. Emails the interested member and connects the member with the appropriate MPD Member according to the member’s stated interest(s), such as the MPD Program

- Committee Chair for those interested in technical programming, the MPD Nominating Committee Chair for those interested in working on committees, and so on,
- c. Reports status during MPD Executive Committee meetings.

- 6. Serves on the MPD Outstanding Young Engineer Committee.

DIVISION PAST CHAIR

- 1. Voting member of the Executive Committee.
- 2. Serves as the Nominating Committee Chair.
- 3. Provides oversight and guidance to Executive Committee members as appropriate.
- 4. Presents the Mill Gentleman/Lady of Distinction Award to the Chair.
- 5. Serves as the MPD representative to the SME Board of Directors (BOD) Internship Selection Committee. As this is a 2-year term, every other Past Chair won't need to serve.
- 6. Serves as the MPD Nominating Committee Chair.
- 7. Serves as the MPD Outstanding Young Engineer Committee Chair.
- 8. Serves on the Robert Earll McConnell Award Committee, and James Douglas Gold Medal Award Committee.

TECHNICAL CONTENT ADVISOR

- 1. Non-voting member of the Executive Committee.
- 2. Advises the Executive Committee on topics of interest in the mineral processing industry that should be the subject of presentations, symposia and conference themes, at the Executive Committee Midyear and Annual Meetings.
- 3. Advises the Executive Committee on technical information that is needed in the industry and the form of presentation required to the membership, at the Executive Committee Midyear and Annual meetings.

PAST MPD OUTSTANDING YOUNG ENGINEER

- 1. Non-voting member of the Executive Committee.

2. Advises the Executive Committee on the needs of engineers just beginning their careers, at the Executive Committee Annual Meeting.
3. Serves as Chair of the MPD Student Poster Contest Committee.

CURRENT MPD OUTSTANDING YOUNG ENGINEER

1. Non-voting member of the Executive Committee.
2. Advises the Executive Committee on the needs of engineers just beginning their careers, at the Executive Committee Annual Meeting.
3. Serves as Vice Chair of the MPD Student Poster Contest Committee, succeeding to Chair the following year.

KLIMPEL SCHOLARSHIP RECIPIENT

1. Non-voting member of the Executive Committee.
2. Advises the Executive Committee on the needs of students at the Executive Committee Annual Meeting.

YOUNG LEADERS COMMITTEE LIAISON

1. Advises the Executive Committee on the activities of the Young Leaders Committee

COMMITTEES MINERAL & METALLURGICAL PROCESSING DIVISION SME

PROGRAM COMMITTEE

The Program Committee shall consist of a Chair (Associate Chair – Officer of MPD), Vice Chair (First Vice Chair – Officer of MPD), the Technical Program Associate (Executive Committee Member of MPD), the Technical Content Advisor, and the Chair of each of the Technical Unit Committees.

The Chair is responsible for assembling an interesting and timely program and obtaining authors for the SME Annual Conference. The Chair advises the SME Executive Director of the number of papers and sessions planned for the SME Annual Conference.

The Chair is responsible for seeing that the deadline schedule and criteria for submitting abstracts, preprints and peer-reviewed papers are sent to each Technical Unit Committee Chair by the SME staff.

The Chair sends to the SME Program Manager a tentative program for the SME Annual Conference by the deadline specified by the Program Committee.

The Vice Chair, Technical Program Associate and Technical Content Advisor support the Chair as required.

TECHNICAL UNIT COMMITTEES

The Technical Unit Committees are:

1. Chemical Processing
2. Comminution
3. Flotation
4. Physical Separations, and
5. Plant Design

The Executive Committee may adjust the number, topics and duties of the Technical Unit Committees as needed, including creating joint committees with other Divisions.

The Technical Unit Committees shall consist of a Chair and Vice Chair who will lead the committee and other volunteer members, who will work to identify and recruit speakers for their respective sessions.

The Chair and Vice Chair of each Technical Unit Committee are nominated by the First Vice Chair, who identifies those who will serve as the Chairs and Vice Chairs prior to the next Annual Conference and prepares a planning meeting during the Annual Conference to identify the next year's topics and speakers. The Chair and Vice Chair serve for a one-year term.

The Technical Unit Committee Chair is responsible for the proper functioning of his/her Committee and for maintaining communications with the Program Committee Chair.

Each Technical Unit Committee Chair should advise the Program Committee Chair on the number and focus of sessions desired and the number of papers planned for the SME Annual Conference.

The Technical Unit Committee Chair is responsible for seeing that all authors receive proper instruction on submissions for the SME Annual Conference.

The Technical Unit Committee Chair is responsible for appointing Session Chairs who preside over the appropriate sessions at meetings and who see that proper arrangements are made for the sessions.

The Technical Unit Committee Vice Chair will generally ascend to the Chair pending approval by the Nominating Committee.

The Technical Unit Committee Chair will recommend, upon advice from Session Chairs, recipient(s) of Best Presentation from each Unit Committee. These nominees will be approved by the Executive Committee.

MPD STUDENT POSTER COMMITTEE

The MPD Student Poster Committee consists of a Chair, Vice Chair, and a Judge who are generally the most recent MPD Outstanding Young Engineers and are nominated by the Nominating Committee, and the Membership Associate. An additional Judge may be nominated as needed by the Chair.

The Vice Chair will generally ascend to the Chair, pending approval by the Nominating Committee.

The Program Committee Chair arranges with the SME Program Manager to determine the time and location of the MPD Student Poster Contest.

The Executive Committee approves the type, number and amount of the awards for the MPD Student Poster Contest.

NOMINATING COMMITTEE

The Nominating Committee shall consist of a Chair (previous year's Division Past Chair) and the previous year's Officers of the MPD. The meeting should be held before the Annual Meeting where the officers change roles.

The Nominating Committee shall nominate the Executive Committee according to Article VII, Sections 1, 2 and 3 of the MPD Bylaws. Balanced geographic and practice area (academic, government, industry, manufacturing and sales, etc.) distribution of the Executive Committee should be a strong consideration in these nominations.

The Nominating Committee shall nominate MPD members for the following MPD committees:

- MPD Program Committee
- MPD Membership Committee
- MPD Scholarship Committee
- Frank F. Aplan Award Committee
- James Douglas Gold Medal Award Committee
- Antoine M. Gaudin Award Committee
- Outstanding Young Engineer Award Committee
- Robert H. Richards Award Committee
- Arthur F. Taggart Award Committee
- Milton E. Wadsworth Award Committee
- MPD Student Poster Contest Committee

The Nominating Committee shall nominate MPD representatives for the following SME committees:

- Accreditation & Curricular Issues (three members, three-year term)
- Research (three members, three-year term)
- Student Member Affairs (three members, three-year term)
- Government Relations and Public Affairs (one member, three-year term)
- Information Publishing (three members, three-year term)
- Membership (one member, one-year term – MPD Membership Associate)
- *Mining Engineering* (one member, two-year term – MPD Second Vice Chair)
- Professional Engineers Exam (three members, three-year term)
- Program (one member, one-year term – MPD Associate Chair)
- Program Coordination (one member, one-year term – MPD First Vice Chair)
- SME Board of Directors (BOD) Internship Selection Committee (one member, two-year term – MPD Past Chair, every other Past Chair won't need to serve)
- Sustainable Development (one member, two-year term)

Nominations for all MPD and SME committees will be discussed at a closed meeting of the Nominating Committee to be held during the SME Annual Meeting.

The Nominating Committee will contact each individual and confirm his/her willingness to serve. Nominations are due by May 1 for approval by the Executive Committee.

MPD MEMBERSHIP COMMITTEE

The Membership Committee shall consist of a Chair (Second Vice Chair), Vice Chair (Membership Associate) and other members as required by the Committee.

Members of the Executive Committee who serve on the Membership Committee automatically advance each year.

The Membership Committee shall be actively involved in determining the issues and needs of the members, whether they be technical, administrative or other needs.

The Membership Committee shall foster opportunities for networking and technical information exchange through socials, meetings, mini-conferences or electronic media sharing.

A report of the activities of the Committee shall be made by the Chair at the Executive Committee meeting at the SME Midyear Meeting and immediately prior to the SME Annual Meeting.

SCHOLARSHIP COMMITTEE

The Scholarship Committee shall consist of a Chair, Vice Chair and six other members as required by the Committee. The Chair and Vice Chair serve two-year terms. Members serve three-year terms. Two members should be appointed each year.

The Scholarship Committee receives all applications for scholarship funds and with his/her Committee selects the recipients in accordance with established selection criteria.

The funds available for scholarships should not exceed five percent of the MPD Scholarship Fund's ending balance as of the most recent fiscal year.

The amount of the scholarships and type of distribution of the scholarships shall be determined by the Executive Committee prior to the SME Annual Meeting.

The Scholarship Committee reports to the MPD Chair (for distribution of information to the Executive Committee) the names of the recipients and schools and the amounts of each scholarship to be awarded during the next year.

The Scholarship Committee sends copies of all correspondence to the Division Secretary-Treasurer and SME for their records.

Scholarships managed by the Committee include the MPD Division Scholarships, the Klimpel Scholarship, the Rong Yu Wan PhD Dissertation Award and any other scholarships that may be added in the future.

SME COMMITTEES

The Chair, with the approval of the Executive Committee, shall appoint representatives as necessary to serve a term on SME Committees as requested by the SME President. This list currently includes the committees listed under NOMINATING COMMITTEE, Section 4.

All of the committee representatives are required to submit a report on their activities in writing at the close of the SME Annual Meeting to the MPD Executive Committee.

AWARD COMMITTEES

The following applies to all Award Committees:

1. For SME-administered Awards, committee members must be SME members. There are no limitations for award recipients regarding membership in AIME/SME Societies, or otherwise; however, preference may be given to members. Any member of SME may submit a nomination.
2. A candidate must be a living person able and willing to present himself/herself in person to receive the award at the time and place designated by the Board of Directors. However, the death of a candidate subsequent to May 1 does not render him/her ineligible during that year; and if he/she is duly selected for the award, the presentation shall be made posthumously.
3. To avoid the possibility of one person being considered by more than one award committee at the same time, the Chair of each of the award committees, between May 15 and May 25 of each year, shall communicate in writing to the Chairs of the other committees the names of the persons on the "Active List" for consideration by his/her committee for the current year; and should it appear that any individual be a candidate for more than one award, the Chairs, as a special committee, shall determine on which eligible list the candidate should be retained for that year.
4. If a member of the Committee is nominated to receive the Award while holding office on the Committee, he/she shall either resign from the Committee or remove his/her name from further consideration for the Award during the year of nomination.
5. Nominations should be received by the Chair of the respective Award Committee before May 15, and shall be nominated with a full and complete statement given via electronic

medium of the reasons for proposing the candidate, with a record of his/her professional and industrial achievements in sufficient detail to enable the Committee to pass judgment on the candidate's worthiness to receive the award. Additional recommendations are encouraged and could aid in the nominee's selection as the award winner.

6. On or before June 15, the Chair of the Committee shall send to each member a list of all eligible candidates, together with the names of the proposers, and the detailed professional and industrial records of the candidates. Each member shall complete an electronic ballot. The balloting will result in a ranking of the candidates, which should be discussed by the Committee. The Committee shall then conduct a final ballot for the candidate or candidates receiving the highest ranking. The Chair shall declare a winner as appropriate. A simple majority is required for the award. The Chair shall submit the results of the balloting to SME no later than July 15. In the event of failure to agree, no award will be issued for that year.
7. The unsuccessful candidates shall constitute an Active List, but after being considered by three committees of award, a candidate will be dropped from the list. This, however, does not make him/her ineligible for re-nomination.
8. If a candidate is selected, the Chair of the Committee shall prepare a citation, not exceeding 25 words, and shall submit the name of the candidate with the citation to the Executive Committee.
9. The Award Committee shall have power to decide any question not specifically covered by these Rules.
10. The presentation will be made during the SME Annual Conference at such time and place as the MPD Executive Committee may designate.
11. Committee members are expected to recruit nominations and adhere to any other guidelines stipulated by the SME Board, such as potential minimum number of candidates, etc.

FRANK F. APLAN AWARD COMMITTEE

The Frank F. Aplan Award recognizes engineering or scientific contributions that further the understanding of the technology of coal and/or mineral engineering. Eligible areas of recognition include all coal beneficiation processes including agglomeration, classification, comminution, electrical and magnetic separation, flocculation and sedimentation, froth flotation and other related processing operations.

The Aplan Award is jointly administered by SME's Coal & Energy (C&E) and MPD divisions, with each division taking the lead role on alternating years (C&E on even years, MPD on odd years).

1. The Award Committee shall consist of three C&E representatives and three MPD representatives, with each serving rotating three-year terms. The senior representative from the lead division serves as committee chair during that division's lead year.
2. Recipients of the Aplan Award are also eligible to receive the Richards Award.

ANTOINE M. GAUDIN AWARD COMMITTEE

The Antoine M. Gaudin Award recognizes scientific or engineering contributions that further the understanding of the technology of mineral processing. Eligible areas for contributions are comminution, classification, thickening, electrical and magnetic separation, froth flotation, flocculation and sedimentation, agglomeration, particulates, hydrometallurgy, and other related mineral processing operations.

The Award Committee shall consist of a Chair and six other members. The Chair shall serve a one-year term. The six other members shall be appointed to serve a three-year term. Each year, two new committee members should be nominated.

Recipients of the Gaudin Award are also eligible to receive the Richards Award.

JAMES DOUGLAS GOLD MEDAL AWARD COMMITTEE

The James Douglas Gold Medal Award recognizes distinguished achievement in nonferrous metallurgy, including both the beneficiation of ores and alloying and utilization of nonferrous metals. Eligible areas for contributions are comminution, classification, thickening, electrical and magnetic separation (nonferrous), froth flotation, flocculation and sedimentation, agglomeration, particulates, hydrometallurgy, and other related nonferrous mineral processing operating.

The James Douglas Gold Medal Award is administered jointly by TMS (EPD) and SME (MPD), with each society taking the lead role on alternating years (SME in even years; TMS in odd years).

The Award Committee shall consist of three MPD representatives (Past Chair, Chair and Associate Chair) and three EPD representatives (Past Chair, Vice Chair and Awards Chair of the Division). The senior representative from the lead division serves as committee chair during that division's lead year.

Recipients of the James Douglas Gold Medal Award are also eligible to receive the Richards Award.

OUTSTANDING YOUNG ENGINEER AWARD CURRENTLY IN MEMORY OF DR. RAJ RAJAMANI
(through 2029)

The Outstanding Young Engineer Award is given to an eligible recipient who has made a significant contribution to the industry in either academics, research, operations, design or engineering/construction.

The Award Committee shall consist of the MPD Executive Committee. The MPD Division Past Chair will act as Chair of the Committee and coordinate the solicitation of nominations, the evaluation of their qualifications, and the recommended finalists.

All nominations shall include a list of sponsors (minimum of three), qualifications, list of publications and presentations, professional activities, organizations and honors, and letters in support of the nomination.

There will be no less than two recommended finalists nor more than five.

ROBERT H. RICHARDS AWARD

The Richards Award recognizes achievement in any form that unmistakably furthers the art of mineral beneficiation in any of its branches.

The Award Committee shall consist of eight members, each serving a four-year term. Each year, two new committee members should be nominated. The Chair is selected from the two most senior members of the Committee and is appointed by the MPD Executive Committee as recommended by the MPD Nominating Committee.

ARTHUR F. TAGGART AWARD

The Arthur F. Taggart Award is made for the paper or series of closely related papers, with at least one common author, which, in the opinion of the Committee, represents a notable contribution to the science of mineral processing.

The Award Committee shall consist of a Chair and six other members. The Chair shall serve a one-year term. The six other members shall be appointed to serve a three-year term. Each year, two new committee members shall be nominated.

The Committee shall review the eligible papers and select the recipient. The rules and procedures governing the selection of the paper are flexible but must have the approval of the Executive Committee.

MILTON E. WADSWORTH AWARD COMMITTEE

The Milton E. Wadsworth Award recognizes distinguished contributions that advance our understanding of the science and technology of nonferrous chemical metallurgy. Areas eligible for consideration include, chemical thermodynamics, phase equilibria, chemical kinetics, transport phenomena, and other phenomena occurring in metallurgical processes such as hydrometallurgy, pyrometallurgy and electrometallurgy.

The Award Committee shall consist of a Chair and six other members. The Chair shall serve a one-year term. The six other members shall be appointed to serve a three-year term. Each year, two new committee members shall be nominated.

FRED C. BOND COMMERATIVE AWARD

This award recognizes outstanding work in comminution. Specifically, it is awarded for excellence in technical content and written quality of a paper on comminution presented at the SME Annual Meeting. To be eligible for the award, there must be a written paper submitted, and the author must be able to attend the SME conference to present their work in person. Although not exclusive to students, students are given preference.

This award is administered by the Comminution Unit Committee of MPD.

Notes:

Technical Unit Committee Descriptions

Comminution – Crushing, grinding, classification, microwave fracturing, blast fragmentation, instrumentation, process control, particle size measurement and material handling in comminution.

Chemical Processing – Hydrometallurgical processing (including leaching, precipitation, ion-exchange, solvent extraction, electrowinning, electrorefining, crystallization) and pyrometallurgical processing (including pyrolysis, roasting calcinations, reduction, smelting and fire refining) and metallurgical-processing fundamentals and principles.

Flotation – Flotation fundamentals and principles, machine design and hydrodynamics, innovative separation schemes, reagent and flotation chemistry, scale-up bubble-particle interactions and froths, water chemistry and efficiency, gangue and penalty element control, coarse and fine particle recovery.

Physical Separations – Gravity concentration, electrical and magnetic separation, ore sorting solid-liquid separation and other selective physical separations, and material handling in separation processes.

Plant Design – Process and/or plant operations descriptions and practices, maintenance practices, process improvement and optimization, process instrumentation and control, plant engineering design, plant construction, process selection, flow sheet design and process economics.

REVISION HISTORY

Created by 2016-2017 MPD Executive Committee, led by Mark Jorgensen, assisted by Amy Jacobsen

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