

SECTION MEMBER LEADER POSITIONS

Chair

Secretary

Treasurer

Membership Chair

Internet

Audit Chair Newsletter

Editor Nominating

Chair Programs

Chair Education

Chair Voice

of the Customer

Arrangements Chair

Certification Chair

Database Access

Examining Chair

Historian

Placement Chair

Publicity Chair

Public Relations

Recertification Chair

Student Branch Counselor

Vice Chair/QMP Chair

Section Chair

Serve as chief executive officer of the section. Oversee all aspects of section management and lead all member leaders. Function as primary contact for regional director and headquarters.

Key Tasks

- [Elect and Register Officers/Committees](#)
- [Meetings and Collaboration](#)
- [Governing Documents](#)
- [Templates](#)
- [Reward and Recognition Items](#)
- [Submit Event to ASQ Calendar](#)

Section Chair Position Details

Term One year: January 1 to December 31.

Specific Duties and Responsibilities

- Preside over all section leadership committee (SLC) and member meetings.
- Appoint all standing and additional committee chairs.
- Ensure that the section meets the minimum requirements as requested annually by the Section Affairs Council.
- Work with SLC to set goals/metrics to support the section management process ([QMP](#)).
- Ensure that the SLC report on activities performed, status of performance against goals/metric set, etc.
- Participate in quarterly regional conference calls, or appoint other appropriate section member leaders.
- Along with SLC, develop section business plan and budget, including SLC and general membership meetings schedules. *It is recommended that sections review the [QMP manual](#) for guidance when developing budgets, plans, and section goals.*
- Call and attend all SLC meetings. The SLC is required to meet at least once per calendar quarter (in-person, teleconference, web conference, etc.) At the meeting, it is recommended that the following items, at a minimum, be covered:
 - Approval of the minutes of last meeting. Minutes are taken by the secretary.
 - Monthly and quarterly financial report from treasurer.
 - Status of any sponsored subsections or student branches.
 - Section business plan and status of section projects and activities, including committee reports.
- Submit and update the section officer and committee lists with HQ via the online submission form.
- Uphold society bylaws, policies and procedures, and section operating agreement.

Qualifications

- Must be a Full, Senior, or Fellow member in good standing affiliated with the section.
- Preferably will have served as chair-elect or vice chair in the year immediately preceding the term as chair.
- Must have basic knowledge of society bylaws, policies, and procedures, and section operations.
- Preferably will have some prior experience in budgeting and business planning.
- Must be willing to provide contact information for Society and section business purposes.
- Must be willing to provide e-mail address to headquarters for communication.
- Must possess leadership, management and organizational skills.

Time Commitment

Approximately six to eight hours per month (outside of section and executive committee meetings).

Section Secretary

Document section business and maintain records of the section. Serve as the official correspondent of the section.

Key Tasks

[Meetings and Collaboration](#)

Section Secretary Position Details

Term One year: January 1 to December 31.

Specific Duties and Responsibilities

- Work with section leadership committee (SLC) to set goals/metrics to support the Section's management process, as related to the documentation of section records and correspondence.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for the documentation of section records and correspondence.
- Ensure that meeting notices are provided to members in a timely manner.
- Attend all SLC and regular member meetings.
- Record all SLC meetings. Maintain careful and authentic records of the proceedings of all business meetings of the section. These are the legal records of the section. (Minutes can be stored on [section's SharePoint site](#).)
- At each meeting, read the minutes of the previous meeting for approval. (An alternative is to provide the minutes of each meeting with the notice of the upcoming meeting and accept approvals or corrections at the meeting.)
- Provide minutes of any meeting to members upon request.
- Have available, at any meeting, copies of past minutes, the [section operating agreement](#) (SOA), and parliamentary reference (Robert's Rules of Order).
- Prepare agenda showing exact order of business to be conducted, including business carried over from any previous meeting.
- Update section policies and procedures from amendments captured in minutes; ensure that proper procedure is followed in any amendment process. Ensure alignment of section policies with Society bylaws, policies and procedures, and the SOA. Maintain current copy of SOA as provided by ASQ headquarters.
- Serve as primary correspondent for the section. Sign any documents representing official acts, orders or proceedings along with the section chair. Direct printing and mailing of notices, ballots and other information provided to members.
- All officers are responsible for submitting and updating the Section officer and committee lists with headquarters via the [online submission form](#).
- Uphold Society Bylaws, Policies and Procedures, and SOA.

Qualifications

- Must be a Full, Senior or Fellow member in good standing affiliated with the section.
- Preferably will have been a participant in section committee activities.
- Preferably will have strong writing and word-processing skills.
- Must be willing to provide an e-mail address to headquarters for communication.

Time Commitment

Approximately three to four hours per month (outside of section and executive committee meetings).

Section Treasurer

Oversee section funds. Maintain accurate section financial records. Report on financial condition of the section at times directed by the bylaws and policies and procedures.

Key Tasks

[Finance](#)

Section Treasurer Position Details

Oversee section funds. Maintain accurate section financial records. Report on financial condition of the section at times directed by the bylaws and policies and procedures.

Term One year: January 1 to December 31.

Specific Duties and Responsibilities

- Work with section leadership committee (SLC) to set goals/metrics to support the section's management processes as they relate to section financial responsibilities.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for section financial responsibilities.
- Maintain the section finances; make and record deposits and retain custody of all funds belonging to the section; authorize dispensing of section funds for eligible expenses.
- Develop the section budget with the SLC; monitor the section budget and maintain accurate records of all receipts, bills, and disbursements.
- Maintain current financial records for any subsections and/or student branches sponsored by the section.
- Attend all SLC meetings and general membership meetings.
- Provide SLC with monthly and quarterly treasury reports.
- Submit quarterly financial reports to the society.
- U.S. SECTIONS ONLY: Submit the previous calendar year's information for the 1099 tax form to headquarters accounting department by January.
- Prepare section annual report, coordinate audit of the report and submit to the society by August 15. *Note: Due to the timing, the annual report submitted each year is for the previous treasurer's term. For this reason, it is essential to develop a succession plan and keep excellent records that can be passed on to the incoming treasurer. If possible, the previous treasurer may offer assistance to the current treasurer in the annual preparation of the financial report.*
- All officers are responsible for submitting and updating the section officer and committee lists with society headquarters via an online submission form.
- Uphold society bylaws, policies and procedures, and the section operating agreement.

Qualifications

- Must be a Full, Senior, or Fellow Member in good standing.
- Preferably will have been a participant in section committee activities.
- Should have an understanding of budgeting and a basic understanding of accounting principles.
- Knowledge of financial/spreadsheet software helpful.
- Must be willing to provide an e-mail address to headquarters for communication.

Time Commitment

Approximately four to six hours per month (outside of section and executive committee meetings)

Membership Chair

Recruitment and retention efforts.

Key Tasks

- [Responsibilities](#)
- [Recruitment](#)
- [Retention](#)
- [Training](#)
- [Division/Section Data](#)
- [Membership Resources](#)

Responsible for member unit (section/division) recruitment and retention efforts. Develops and implements plans to maximize membership renewal and encourages interested persons to join ASQ. Upholds Society bylaws, policies and procedures, and member unit operating/ management agreement.

Term One year: January 1 to December 31

Recommended Duties and Responsibilities

1. Work with member unit leadership committee (section leadership committee/division leadership committee) to set goals/metrics to support the member unit's management process as they relate to member recruitment and retention.
2. Communicate/report to the member unit leadership activities performed, status of performance against goals/metric set, etc. for member recruitment and retention.
3. Prepares budget estimate to accomplish membership goals for retention and growth for the fiscal year and presents the proposed budget to the member unit leadership committee for approval.
4. Chairs a membership committee to deploy and implement membership goals.
5. Prepares and submits a membership planning report to the member unit leadership committee.
6. Calls regular meetings with the membership committee to develop and review membership plans.
7. Working with the chair and secretary issues a letter to organizations appropriate to the member unit that do not have members in ASQ, listing the advantage of individual membership and extending an invitation for them to affiliate.
8. Connects with appropriate organizational members to recruit organizational individuals to the member unit, listing the advantage of membership and extending an invitation for them to affiliate.
9. Be an advocate for member value, satisfaction, and loyalty.
10. Provide an analysis of membership data to aid member unit leadership committee in planning activities including recommending appropriate programs and services based on member demographics.
11. Work with newsletter editor to ensure that all members are being communicated to regularly and in accordance with their preferences.
12. Develop, implement and maintain member unit welcome program introducing new members to programs and services.
13. Develop, implement and maintain member unit unpaid member follow-up to encourage renewal of their ASQ membership.
14. Develop, implement, and maintain member unit recruitment program. Promote member unit participation in the Society's current membership campaign (example: Each One Reach One).
15. Attend member unit leadership committee meetings and general membership meetings.
16. Have membership applications available at all meetings.
17. Issue a final report to indicate accomplishments for the year and recommendations for the next year.
18. Be receptive to ASQ HQ communication about membership benefits and services.

Qualifications

- Must be a member of the member unit in good standing.
- Preferably will have served as a committee chair or other position within the member unit.
- Knowledge and experience in market research and promotions is helpful.
- Preferably will have strong written and verbal communication skills.

Time Commitment

Up to three hours per month (outside of member unit leadership committee meetings).

Internet Liaison

Develop and maintain a continuous reliable source for member unit information via the Internet.

Key Tasks

Communications

- [Section Mini-Web Sites](#)
- [Division and Forum Web Sites](#)
(Information is also helpful to Internet Liaisons for Sections)

Initiatives

- [ASQ Brand Center](#)
(logos, placement, approved colors palette)

Internet Liaison Position Details

Term One year: January 1 to December 31.

Specific Duties and Responsibilities

- Work with leadership committee to set goals/metrics to support the management process as it relates to the member unit's Internet presence.
- Communicate/report to the leadership committee activities performed, status of performance against goals/metric set, etc. for the member unit's Internet presence.
- Maintain section or division Web page on www.asq.org.
 - **For division liaisons:** Access your [Web tools to post announcements and library articles](#). Access [web management information](#).
 - **For section leaders:** The URL to the mini web page is <http://www.asq.org/sections/mini-sites/xxxx/index.html> where XXXX = your section number.)
- Provide current and relevant information about the member unit, such as history, mission (should include the society mission statement), goals, membership benefits, events and activities, and reliable contact information for key volunteers, etc.
- Be available and knowledgeable of www.asq.org to answer questions and provide support to members and other volunteers who need assistance.
- Educate members on the features and information available on www.asq.org to encourage utilization of the Web site.
- Adhere to established copyright laws.
- Uphold society bylaws and policies and procedures.

Qualifications

- Must be an ASQ member in good standing.
- Must have access to a computer and the Internet.
- For sections: No knowledge of HTML is required if the section's only Web presence is through the mini web page on www.asq.org.
- Preferably, should be proficient with Web browsers, the Internet, and associated software applications.
- Preferably will have strong writing skills if preparing content for the Web.

Time Commitment

Approximately two to six hours per month (outside of member unit meetings).

Section Audit Chair

Coordinate and manage the audit of section financial information as determined by society policies and procedures.

Key Tasks

- [Auditing](#)

Section Audit Chair Position Details

Term One year: January 1 to December 31.

Specific Duties and Responsibilities

- Work with section leadership committee (SLC) to set goals/metrics to support the section's management process as it relates to auditing responsibilities.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for auditing responsibilities.
- Work with section treasurer to audit section books on a quarterly basis.
- Work with section treasurer to audit section books at the end of the fiscal year, including financial records and accounts, receipts and disbursements etc.
- Recommend necessary improvements to internal control elements.
- Assist with preparation of budget estimates for the next fiscal year.
- Request required materials from the section chair or treasurer and reconcile records.
- In **July** coordinate audit of the records with the section treasurer. The financial reports are due to headquarters by August 15. (The new audit chair coordinates the audit of the previous fiscal year.)
- From **March to May** begin mentoring and working with the incoming auditing chair.
- Attend SLC and general membership meetings.
- Uphold society bylaws, policies and procedures, and section operating agreement.

Qualifications

- Must be an ASQ member affiliated with the section.
- Preferably will have been a participant in section committee activities.
- Only basic understanding of budgeting and accounting principles.

Time Commitment

Approximately two to three hours per month (outside of section and executive committee meetings).

Newsletter Editor

Ensure that members receive an informative newsletter on a consistent and timely basis by coordinating the content, publication and mailing of the newsletter in a manner consistent with the member preferences for communication.

Key Tasks

- [Newsletter Guidelines and Templates](#)

Newsletter Editor Position Details

Term: One year: January 1 to December 31.

Specific Duties and Responsibilities

- Work with leadership committee to set goals/metrics to support the management process as they relate to the newsletter.
- Communicate/report to the leadership committee activities performed, status of performance against goals/metric set, etc. for the newsletter.
- Establish goals and objectives for the newsletter, including providing the newsletter in a variety of formats to accommodate member preferences for receiving information from their member unit.
- Prepare and submit budget for newsletter to treasurer.
- Establish and adhere to a publication calendar for the newsletter and share this information with other volunteers who will need to submit content throughout the year.
- Coordinate printing and mailing. Be knowledgeable of bulk-mail postage options, and allow sufficient delivery time for each newsletter to ensure content is always timely.
- Seek regular contributors and develop reliable sources of information to include in each issue.
- Design, layout, and edit each newsletter, adhering to ASQ logo guidelines.
- Ensure that the current membership list is used for each mailing and filter the data according to member preferences for communication.
- Attend leadership committee meetings and regular membership meetings.
- Uphold society bylaws, and policies and procedures.

Qualifications

- Must be an ASQ member in good standing.
- Preferably will have been a participant in leadership committee activities.
- Should be creative and possess excellent communication skills.
- Newsletter layout and design experience is helpful.
- Access to a computer and applicable software is essential.

Time Commitment

Approximately three to four hours per month (outside of leadership committee and membership meetings).

Nominating Chair

Identify and nominate, with the nominating committee, qualified individuals for the minimally required elected positions as listed in the division management agreement or the section operating agreement. Individual section or division policies will determine if other positions are necessary, i.e. vice chair(s).

It's also recommended that the nominating committee chair assist with nominations for regional director or national director representing divisions.

Key Tasks

- [Elect and Register Officers/Committees](#)

Nominating Chair Position Details

Term: One year: January 1 to December 31.

Specific Duties and Responsibilities

- Upon appointment by the chair, and concurrence by the division or section leadership committee, review the nomination and election requirements found in the section operating agreement or division management agreement.
- Review or establish policy for any part of the nomination and election process not described by society requirements.
- Work with the nominating committee on the following:
 - Identify at least one potential candidate for each elected position as required by the Society and any applicable division or section policies.
 - Contact potential candidates and confirm willingness to serve, if elected.
 - Ensure that a call for nominations from the general division or section membership is made at least 30 days prior to the presentation of nominees. See the [DMA](#) or [SOA](#) for nomination requirements.

Qualifications

- Must be an ASQ member affiliated with the division or section.
- It is recommended that the immediate past chair of the division or section hold this position or be a member of the committee.

Time Commitment

Approximately six hours per year.

Programs Chair

Plan and implement member unit programs and activities.

Key Tasks

- [Mailing and e-Mailing](#)
- [Meetings and Collaboration](#)

Programs Chair Position Details

Term: One year: January 1 to December 31.

Specific Duties and Responsibilities

- Work with member unit leadership council to set goals/metrics to support the member unit's management process as they relate to programs and activities development.
- Communicate/report to the member unit leadership council activities performed, status of performance against goals/metric set, etc. for member unit program and activities development.
- Determine focus of member unit events and programs.
- Solicit speakers to match topics.
- Work with arrangements chair, if applicable, to coordinate speaker needs.
- Work with newsletter editor to publish events in a timely manner.
- Attend member unit leadership council meetings and general membership meetings.
- Uphold society bylaws, policies and procedures, and section operating agreement or division management agreement.

Qualifications

- Must be an ASQ member in good standing.
- Should possess strong organization, delegation, and communication skills.
- Preferably will have understanding of needs assessment tools.
- Preferably will have some event planning experience.

Time Commitment

Approximately three hours per month (outside of member unit and executive committee meetings).

Education Chair

Plans and implements educational programs for the Section such as conferences and/or special seminars.

Key Tasks

- [ASQ Learning Institute](#)
- [Templates](#)

Training

- [Education Chair Orientation Webinar](#)

Education Chair Position Details Term

Term: One year: January 1 to December 31.

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the section's management process as they relate to education.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for education.
- Create and implement plan to address educational issues of the section, or enhance previous Education Chair's plan.
- Arrange and determine format, presenters, resources, objectives, teaching methods and materials for educational events.
- Prepare MOUs for any co-sponsored educational programs and obtain approval from headquarters.
- Evaluate results from all educational events and present to SLC.
- Inform section members of courses offered by ASQ headquarters.
- Work with section recertification chair to determine certification course needs of the section.
- Share certification exam results with certification chair, section chair and other interested volunteers.
- Attend SLC and regular membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Preferably will have been a participant in section committee activities.
- Should possess excellent communication skills and the ability to develop relationships with others.

Time Commitment

Approximately 3 - 4 hours per month (outside of section and executive committee meetings).

Resources

The following resources, and others, can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

- Process Guides:
 - Co-Sponsorships, Joint Ventures, and MOUs
 - Hiring an Independent Contractor

The following resources can be found on www.asq.org. Sign in as a member.

- ASQ Volunteer Area
 - Section membership information (demographic data for education planning)
- Policy G-41 Society Involvement with Other Organizations and the Use of ASQ's Logo
- Policy G-42 Joint Activities of Society and Member Units

Voice of the Customer

Welcome to the Voice of the Customer (VoC) Community of Practice. The VoC Committee is in the process of developing additional resources and links to materials to assist Division and Section VoC Chairs. We thank you for taking on this responsibility and hope you can find and utilize the resources here to make your role worthwhile for your members.

Frank Murdock
VoC Committee Chair

Responsibilities

- [Position Description](#)
- [Qualtrics](#)
- [Survey Results](#)
- [Training](#)
- [VoC Online Community](#)

Voice of the Customer Position Details

Term One year: January 1 to December 31.

Specific Duties and Responsibilities

- Work with the member unit leadership to set goals/metrics to support the business plan as they relate to voice of the customer data collection and analysis.
- Communicate/report to the leadership activities performed, status of performance against goals/metric set, etc. for voice of the customer data collection and analysis.
- Be an advocate for member value, satisfaction, and loyalty.
- Work with leadership to collect and utilize voice of the customer data to recommend appropriate programs and services.
- Download membership information monthly, or request data from appropriate section volunteer.
- Ensure that all members are being communicated to regularly and in accordance with their preferences.
- Receive updates from the Society Voice of the Customer Committee regarding survey tool and voice of the customer initiatives; facilitate member unit participation in collaborative surveys.
- Attend member unit leadership meetings and general membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing and a member of the member unit for which you are serving.
- Preferably will have served as a committee chair or other position within the member unit.
- Knowledge and experience in market research and statistical analysis helpful and desired.
- Preferably will have strong written and verbal communication skills.

Time Commitment

Approximately 3 hours per month (outside of leadership committee meetings).

Arrangements Chair

General Description

Oversees arrangements for all regular meetings of the section and other special programs and conferences as assigned by the Section Leadership Committee or other committee chairs.

Term One year. January 1 to December 31.

Specific Duties and Responsibilities

- Work with SLC to set goals/metrics to support the section's management process as they relate to events arrangements.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for events arrangements.
- Arrange all meeting facilities including hotel, seating, room size, etc.
- Establish menu, negotiate fees, provide newsletter editor with location and menu information, and arrange for speaker equipment.
- Submit budget to treasurer for fiscal year.
- Attend SLC and general membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Strong organization, communication, and negotiation skills.

Time Commitment

Approximately 2 – 3 hours per month (outside of section and executive committee meetings).

Resources

The following resources, and others, can be found in the Section Volunteer Community at

<http://asqgroups.asq.org/sectionvolunteercommunity>

- Process Guides (Co-sponsorships, Joint Ventures, and MOUs)
- Events Planning information

The following resources can be found on www.asq.org. Sign in as a member.

- Society Policies and Procedures (A20: Conference Scheduling Policy; G41: Society Involvement with Other Organizations and Use of Logo; G42: Joint Activities of Society and Member Units)
- ASQ Volunteer Area (SharePoint site index, membership lists, internet liaison access, online officer entry, find a volunteer)

Certification Chair

General Description

Coordinates and manages section activities related to the ASQ certification program.

Term One year. January 1 to December 31.

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the section's management process as they relate to certification.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for certification.
- Work directly with the Education Chair and committee to prepare and hold refresher courses for ASQ certification programs.
- Obtain certification results from Education Chair as provided by ASQ headquarters.
- Communicate refresher course announcements in a timely manner to the section newsletter editor.
- Manage administrative duties relating to holding refresher courses including site selection and securing instructors.
- Manage administrative duties relating to hosting certification exams, including securing exam proctors and adhering to headquarters' timelines relating to certification exams.
- Ensure that proper documentation and qualifications are submitted and approved as they relate to certification eligibility.
- Attend SLC and regular section meetings.
- Ensure that section establishes exam sites and proctors (this may be handled by the education chair).
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an active ASQ member in good standing.
- Preferably will have been a participant in Section committee activities.
- Should possess excellent communication skills and the ability to develop relationships with others.
- Should be certified by ASQ in at least one of its available certifications.

Time Commitment

Approximately 5 hours per month (outside of SLC and regular meetings).

Resources

The following resources, and others, can be found in the Section Volunteer Community at

<http://asqgroups.asq.org/sectionvolunteercommunity>

- Certification Information for ASQ Sections

The following resources can be found on www.asq.org. Sign in as a member.

- Society Policies and Procedures (A11: Certification Program; A12: Recertification Program; G7: Member Information Disclosure and Use)
- ASQ Certification and Recertification information
- ASQ Volunteer Area (SharePoint site index, membership lists, internet liaison access, online officer entry, find a volunteer)

Access to Database

General Description

Section volunteers with access to the database are authorized to download the monthly membership lists for their section from the designated area of ASQ's website.

Term One year. January 1 to December 31. Must be renewed annually by the section chair.

Specific Duties and Responsibilities

- Download membership lists every month to ensure section use of most recent member information. New data becomes available by the fifth business day of each month.
- Make member information available upon request from other section volunteers or to other sections when authorized by your section chair.
- Assist section with use of member data for designated purposes.
- Must ensure that section member information is used properly.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be appointed by the Chair of the Section
- Must be a Regular Member of ASQ in good standing, and a member of the Section authorizing access.
- Have access to a computer and the internet.
- Have decompression software, such as Aladdin Expander, Unstuffit or Winzip. Shareware versions can be downloaded from the internet.
- Strong knowledge of software applications using spreadsheet, database, and word processing functions. Knowledge of .zip and .csv files.
- Must be willing and able to download membership lists regularly, and available to provide data to other volunteers upon request.
- Share email address with headquarters to receive important volunteer information.

Time Commitment

Downloading the lists will take about 15 minutes each month. Use of data for analysis, label generation, etc. will take longer. Time commitment will vary depending upon the number of volunteers in the section given access to the lists and the number of requests within the section for the data.

Resources

The following resources, and others, can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

- Section Operating Guidelines (SOG 7: Section eGuidelines)
- Membership List Downloading Guide
- Creating Mailing Labels from Membership Lists

The following resources can be found on www.asq.org. Sign in as a member.

- Society Policies and Procedures (G7: Member Information Disclosure and Use)
- ASQ Volunteer Area (SharePoint site index, membership lists, internet liaison access, online officer entry, find a volunteer)

Examining Chair

General Description

Advises section members on the qualifications of advancement in membership grade and makes recommendations to the Society's Examining Committee Chair for advancement in to the membership grade of Fellow.

Term One year. January 1 to December 31.

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the section's management process as they relate to membership advancement and retention.
- Encourage section members with proper qualifications to advance in membership grade. Coordinate section communication of advancement qualifications to members. Possibly identify and contact potential Senior members and advise them of the qualifications and process to advance to this grade of membership in accordance with Society policy and procedures.
- Identify and contact potential candidates for advancement to the grade of Fellow. For those interested in advancement, sponsor the section member as a Fellow nominee and work with them to develop the nomination packet in accordance with Society policy and procedures.
- Submit all Fellow nominations and supporting documentation to the ASQ Society Examining Committee by July 1 of each calendar year. The Society Examining Committee will make final recommendations for approval to the Board of Directors to be voted on during the November meetings.
- Attend SLC and general membership committee meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

Recommended: ASQ Senior or Fellow member in good standing with strong organizational and communication skills.

Time Commitment

Approximately 10 hours per year depending on the size of the Section and the number of members requesting to upgrade their membership status.

Resources

Section volunteer resources can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

The following resources can be found on www.asq.org. Sign in as a member.

- ASQ Policies and Procedures:
 - G-2 Qualifications for Grades of Members
 - G-3 Process and Qualifications for Advancement to the Grade of Fellow
- Membership Area <http://www.asq.org/join/advanced/>

Historian

General Description

Maintain membership and activity information for the section for historical purposes.

Term One year. January 1 to December 31.

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the section's management process as they relate to preserving section history.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for preserving section history.
- Prepare or update the history of the section activities.
- Work with section secretary and membership chair to develop/maintain a binder that includes:
 - Section bylaws
 - Meeting minutes of the current term
 - Conferences and courses sponsored or co-sponsored by the section, and any accompanying Memorandum of Understandings (MOUs)
 - Membership totals
 - Past section volunteers
 - Community events
 - Recognition activities
- Send copies of section documents (listed above) to ASQ Archives for permanent storage.
- Attend SLC meetings and regular membership meetings.
- Uphold Society Bylaws, Policies & Procedures, and the Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Preferably will have been a participant in section committee activities.

Time Commitment

Approximately 1 – 2 hours per month (outside of section and executive committee meetings). Time commitment will vary depending on how well section records have been kept in previous years.

Resources

Section volunteer resources can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

The following resources can be found on www.asq.org. Sign in as a member.

ASQ Volunteer Area – membership lists and reports (totals)

ASQ Bylaws, Policies & Procedures

ASQ Archives home page: <http://web.library.uiuc.edu/ahx/asq/>

Placement Chair

General Description

Coordinate the section's job placement program to facilitate access to professional opportunities for your section members and assist area companies with recruiting quality professionals.

Term: One year: January 1 to December 31.

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the section's management process as they relate to placement services.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for placement services.
- Serve all section members who are out of work and/or seeking employment.
- Be knowledgeable of Society Career Services program (found on www.asq.org) to assist section members and companies interested in expanding their employment or recruiting search.
- Establish and/or maintain section placement program and promote to members and area businesses to attract job seekers and recruiters.
- Be an advocate and confidential source of employment information for all members seeking employment and hiring personnel seeking employees.
- Work closely with Newsletter Editor and Internet Liaison to establish deadlines for publicizing placement content in newsletter and on the web.
- Attend all SLC meetings and regular membership meetings.
- Uphold Society Bylaws, Policies & Procedures, and the Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Should possess excellent people skills.

Time Commitment

Approximately 2 – 3 hours per month (outside of section and SLC meetings).

Resources

Section volunteer resources can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

The following resources can be found on www.asq.org. Sign in as a member.

- ASQ Career Services
- ASQ unemployment program

Publicity Chair

General Description

Ensure that section meetings and programs are publicized through a variety of media outlets reaching the membership and local community in a timely manner.

Term One year. January 1 to December 31.

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the Section's management process as they relate to section publicity.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for section publicity.
- Communicate all section events to:
 - Local newspapers
 - Local radio stations
 - Local television community calendars
 - Section newsletter
 - Section website
 - ASQ events calendar
 - Quality Progress
 - ASQWire (weekly enewsletter; for larger conferences with a wide regional appeal expecting 200 or more attendees)
 - Quality Central (monthly enewsletter for ASQ non-member customers)
- Attend SLC meetings and regular membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Should possess strong writing skills.
- Preferably will have some experience working with the media.

Time Commitment

Approximately 2 hours per month (outside of SLC and membership meetings).

Resources

The following resources, and others, can be found in the Section Volunteer Community at

<http://asqgroups.asq.org/sectionvolunteercommunity>

- ASQ Media Relations Information
- ASQ Branding Information
- Process Guides (eGuidelines)

The following resources can be found on www.asq.org. Sign in as a member.

- ASQ Image Center
- ASQ Volunteer Area (SharePoint site index, membership lists, internet liaison access, online officer entry, find a volunteer)

Recertification Chair

General Description

Coordinate and manage section activities related to ASQ's recertification program. Help section members with the recertification process.

Term One year. January 1 to December 31..

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the Section's management process as they relate to recertification.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for recertification.
- Evaluate applications for recertification and validate areas of professional activity.
- Ensure timely submission of information to ASQ headquarters.
- Maintain contact with applicants to communicate status of their application.
- Provide timely information related to the submission of recertification application/journals to the newsletter editor.
- Attend SLC meetings and general membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Must hold one of ASQ's certifications requiring recertification.
- Should possess strong organization skills.

Time Commitment

Approximately 2 – 4 hours per month (outside of SLC and membership meetings). The recertification deadlines are June 30 and December 31 annually; the busiest months are generally May/June and November/December.

Resources

The following resources, and others, can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

- Certification Information for ASQ Sections

The following resources can be found on www.asq.org. Sign in as a member.

- Society Policies and Procedures (A11: Certification Program; A12: Recertification Program; G7: Member Information Disclosure and Use)
- ASQ Certification and Recertification information
- ASQ Volunteer Area (SharePoint site index, membership lists, internet liaison access, online officer entry, find a volunteer)

Student Branch Counselor

General Description

Coordinate and oversee any ASQ Student Branch by serving as the liaison between the sponsoring section and the branch while mentoring the student leaders in the management of the branch.

Term One year. January 1 to December 31..

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the Section's management process as they relate to the student branch.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for the student branch.
- Work with the Student Branch Executive Committee to set goals/metrics to support the student branch's management process and meet minimum requirements.
- Ensure that the student branch executive committee report activities performed, status of performance against goals/metrics set, etc. for the student branch.
- Serve as Chief Operating Officer of the branch.
- Attend all student branch executive committee meetings.
- Act as a liaison between the sponsoring section and student branch.
- Communicate activity status to sponsoring section and ensure interaction between the section and the branch.
- Act as a liaison between the student branch and headquarters.
- Assist students with developing, planning, and organizing activities.
- Ensure that student branch minimum requirements are met, including submitting an annual officer list to the Society.
- Report financial activity to sponsoring section.
- Develop skills and abilities of students by delegating duties related to the management of the branch.
- Uphold ASQ and student branch bylaws and policies & procedures.

Qualifications

- Must be a regular (voting) member of ASQ in good standing.
- Must be a member of the sponsoring section.
- Must be a current faculty or staff member of the institution sponsoring the branch.

Time Commitment

Approximately 5 – 7 hours per month (outside of student branch and executive committee meetings).

Resources

Typical student branch resources can be found in the Student Branch Volunteer Community at <http://asqgroups.asq.org/students>.

The following resources can be found on www.asq.org. Sign in as a member.

- Society Bylaws
- Society Organization Manual
- Society Policies and Procedures
- ASQ Volunteer Area (SharePoint site index and find a volunteer)

Vice Chair (SMP Chair)

General Description

In a section that does not use a chair-elect system, the vice chair is second in command after the chair. If there are multiple vice chairs, their responsibilities and succession order shall be established by the SLC and documented in section policy and position descriptions.

Term One year. January 1 to December 31.

Specific Duties and Responsibilities

- Work closely with the chair to learn how to manage the section.
- Establish the section's business plan for the year and develop the internal systems for implementing the plan.
- Preside over the section in the absence of the chair.
- Attend all Section Leadership Committee (SLC) meetings and general membership meetings.
- Perform duties as directed by the Chair or section policies.
- **SUGGESTED:** *the vice chair should assume the duties of the SMP chair within the section to ensure that minimum requirements are met and section planning occurs.*
- Along with the chair, work with the SLC to set goals/metrics that support the section management process.
- Along with the chair, ensure that the SLC report on activities performed, status of performance against goals/metrics, etc.
- All officers are responsible for submitting and updating the section officer and committee lists with HQ via the online submission form.
- Uphold Society Bylaws, Policies & Procedures, and the Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Have basic knowledge of Society's and section's operations, bylaws, and policies and procedures.
- Preferably will have some prior experience in budgeting and business planning.
- Be willing to provide contact information for section business purposes.
- Be willing to provide email address as Society communication with volunteers is primarily electronic.
- Be willing to succeed to position of chair if that position is vacated.
- Preferably will have leadership, managerial, and organizational skills.

Time Commitment

Approximately 6 – 8 hours per month (outside of SLC and general membership meetings).

Resources

The following resources, and others, can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

- Process Guides
- Section Management Process (SMP) Manual and Tools
- Section Minimum Requirements

The following resources can be found on www.asq.org. Sign in as a member.

- ASQ Bylaws, Policies & Procedures (All S policies relate to section operations)
- ASQ Volunteer Area
 - Membership lists and reports
 - Online officer and committee list submission form