



ASQ Section 0200 - Position Description

[Chair](#)
[Chair Elect](#)
[Treasurer](#)
[Secretary](#)
[Education Chair](#)
[Membership Chair](#)
[Certification Chair](#)
[Web Master](#)

Qualifications:

Must be an active ASQ member in good standing and will preferably be a participant in section committee activities. Also must be willing to commit to the time and work involved to fulfill the requirements of the position.

Duties & Responsibilities General:

Attend Section Executive Board Meetings and most General Membership Meetings.

Recruit new members and encourage inactive members to renew.

Submit timely goals, budget, and other requested information to the Executive Board.

Submit a monthly report to the Executive Board on progress made towards goals.

Facilitate a smooth transition from out-going to in-coming committee Chair.

Benefits:

Credits for service which can be applied towards ASQ recertification requirements.

Opportunity to attend ASQ Regional Section training for free.

The right to advertize that you are a board member of a local section of a nationally recognized origination.

Duties & Responsibilities of the Chair:

- Create and distribute meeting agenda prior to each meeting
- Run Executive Board Meetings, ensuring that meetings are timely and kept focused on agenda items.
- Appoint non-elected Committee positions.
- Ensures that SMP Section Basics requirements have been met and that proper planning, implementation, and assessing occurs.
- Work with the section executive committee to set goals/metrics that to support the section management process.
- Ensure that the section executive committee report on activities performed, status of performance against goals/metrics, etc.
- Develop short-range goals and the processes necessary to implement the plans.
- Introducing of speaker at General Membership meetings.

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Duties & Responsibilities of the Chair Elect:

- Perform the Section [Chair](#) duties in his/her absence.

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Duties & Responsibilities of the Treasurer:

- Submits monthly financial reports to Executive Board.
- Monitor finances for unfavorable trends.
- Write checks for approved expenditures.
- Maintain financial records of Section.
- Complete and submit annual financial report on timely basis (in May of each year) for the previous fiscal year.

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Duties & Responsibilities of the Secretary:

- Take Executive Board meeting minutes, type up and circulate to all persons on distribution list in a timely manner.
- Submit meeting minutes for review and approval at Executive Board meetings.
- Act as Recording Secretary for all Section business.

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Duties & Responsibilities of the Education Chair:

- Establish educational goals for the Section (ongoing) and makes recommendations related to approving and accomplishing goals (at least annually) to Section Executive Board.
- Provide innovative methods to advance educational opportunities
- Provide oversight for courses developed for presentation by the Section.
- Ensure that educational courses offered meet ASQ certification requirements
- Monitor and direct educational activities so as to ensure that the student receives good value for fees paid
- Recommend to Executive Board training pricing to achieve financial independence for the class and possibly generate funds for the section.

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Duties & Responsibilities of the Membership Chair:

- Develop method to recruit new and retain current members of ASQ and Section 200. Recruitment will include enrolled students and any other target group. Generally promotes membership to all who could benefit.
- Encourage Section members with proper qualifications to advance in membership grade.
- Publish information on qualifications and requirements
- Review applications for advancement to the grade of Senior Member
- Track and report membership statistics to Section Executive Board, including status of dues payments.

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Duties & Responsibilities of the Certification Chair:

- Manage applications for recertification through evaluation of professional activities
- Maintain contact with applicants and keep them informed of the status of their application
- Provide timely information related to the submission of recertification applications/journals to Section Publicity Chair
- Manage administrative duties relating to the hosting of certification exams, including securing exam proctors and adhering to the headquarters' timelines relating to certification exams

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Duties & Responsibilities of the Web Master:

- Update, maintain, and enhance the Sections Web Site.

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