

Program Position Description

Responsible for planning and implementing programs and activities of the member unit

Term

One year: July 1 to June 30.

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