



ASQ Section Volunteer Position Descriptions

All terms are one fiscal year (July 1-June 30)

Access to Database

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.

Arrangements Chair

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

Audit Chair

The Audit Chair coordinates and manages the auditing function based on ASQ section requirements, as determined by Society policies and procedures.

Certification Chair

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

Chair

Serve as Chief Executive Officer of the section. Oversee all aspects of section management and lead all volunteers. Liaison with regional director and headquarters.

Chair-elect

The chair-elect is elected in the year preceding his or her term as chair and is expected to develop strategic direction while preparing for the next year.

Division Liaison

Promote divisions and interest groups within the sections and coordinate access to division/interest group experts to bring topics of interest to the section.

Education Chair

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

Examining Chair

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.

Historian

Maintain membership and activity information for the section.

Internet Liaison

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

Koalaty Kid/Education Excellence Liaison

Serve as the liaison between the section and K-12 educational institutions wishing to use quality processes to improve student achievement and organizational performance.

Membership Chair

Responsible for section efforts to recruit and retain members, ensuring member value and satisfaction to promote section growth.

Newsletter Editor

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

Nominating Chair

Identifies and nominates, with the nominating committee, qualified individuals for the elected section positions of chair, chair-elect and/or vice chair(s), secretary, and treasurer.

Placement Chair

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.

Planning Chair

Responsible for planning and implementing programs and activities of the section.

Program Chair

Responsible for planning and implementing programs and activities of the section.

Publicity Chair

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

Recertification Chair

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

Secretary

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

Student Branch Counselor

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.

Treasurer

Oversee section funds; maintain accurate section financial records; and report on financial condition of the section at times directed by the bylaws and policies and procedures.

Vice-Chair

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 SEC or bylaws.