




POLICIES & PROCEDURES

Policy No. Y-9

	SECTION AFFAIRS COUNCIL CHAIR/CHAIR-ELECT ROLES, DUTIES, AND RE
Owner	Section Affairs Council
Approval Required	Board of Directors
Revision Level	B
Revision Date	5/6/01

1 SCOPE

1.1 This procedure covers the roles and responsibilities of the Chair of the Section Affairs Council (SAC) as well as the Vice Chair.

2 POLICY

2.1 The leader of the SAC is responsible to carry out the following roles and duties.

3 PROCEDURE

3.1 Roles

3.1.1 The role of the Chair of the Section Affairs Council, with input from the Vice Chair and ASQ staff, includes the following:

3.1.1.1 Chair Meetings

3.1.1.2 Report appropriate Council items to Board of Directors

3.1.1.3 Oversee SAC Committees

3.1.1.4 Provide for Regional Director Orientation & Training

3.1.1.5 Provide linkage between the Council and the ASQ staff where appropriate

3.1.2 The role of the Vice Chair is to assist the Chair and to stand in when the Chair requires such.

3.2 Responsibilities

3.2.1 The responsibilities of the Chair of the Section Affairs Council, with input from the Vice Chair and ASQ staff, includes the following:

3.2.1.1 Call for SAC Meetings

3.2.1.2 Establish agenda for meetings

3.2.1.3 Serve on Strategic Planning Committee

Align SAC activities with ASQ Strategic Plan

3.2.1.5 Facilitate SAC meetings and conference calls.

3.3 Duties

3.3.1 The duties of the current Vice Chair of the Section Affairs Council, with input from the current Chair and ASQ staff, include the following:

3.3.1.1 Appoint with the consent of the SAC Members the following positions:

3.3.1.1.1 Chair of Student Branch Committee (must be RD or DRD)

3.3.1.1.2 Chair of SMP Committee (must be RD)

3.3.1.2 The current Chair shall make the above appointments should a vacancy occur mid-term.

3.3.1.3 Appoint the following:

3.3.1.3.1 Member of Student Branch Committee (must be RD or DRD)

3.3.1.3.2 Member of SMP Committee (must be RD)

3.3.1.3.3 Two members of the Joint SAC/GTC Leadership Team (must be RD)

3.3.1.3.4 Member of the Education & Training Advisory Group (must be RD or DRD)

3.3.1.3.5 Member of the Membership Committee (must be RD or DRD)

3.3.1.3.6 Member of the Leadership Training Advisory Board (must be RD or DRD)

3.3.1.3.7 Remaining members to all SAC Committees

The current Chair shall make the above appointments should a vacancy occur mid-term.

3.3.1.4 In the absence of the Chair, the Vice Chair shall facilitate SAC meetings and conference calls.

1.4 Vacancies

1.4.1 In the event of a vacancy in the office of the SAC Chair, the SAC Vice Chair shall succeed to SAC Chair and serve for the remainder of the fiscal year.

1.4.1.1 In the event the Vice Chair cannot assume the office of Chair, a special election shall be held to fill the Chair position for the remainder of the fiscal year.

1.4.1.1.1 Within two weeks of the vacancy, nominating members of the SAC will be asked to submit nominations within a one-week time period of the nominating notice. Only current Regional Directors are eligible for nomination.

1.4.1.1.2 Ballots will be sent out to those SAC members eligible to vote for SAC Chair within one week of the close of the nomination period. Ballots will be due one week from the date of the ballot notice.

1.4.1.1.3 Results of the election will be available two business days after the close of the balloting period.

1.4.2 In the event of a vacancy in the office of the SAC Vice Chair, the SAC Chair, with the concurrence of the SAC, shall appoint a replacement to serve the remainder of the fiscal year.

4. REVISIONS:

REVISION LEVEL	REVISION DATE	REVISION COMMENTS

APPROVALS:

Approved By _____

Date _____

Latest Revision
Approved By _____

Date _____