



POLICIES & PROCEDURES

Policy No. Y-5

Title	REGIONAL DIRECTOR (POSITION GUIDE)
Owner	Section Affairs Council
Approval Required	Board of Directors
Revision Level	D
Revision Date	02/08/02

1 STATEMENT OF FUNCTION

1.1 Regional Directors are members of the Section Affairs Council and the Board of Directors of the Society, and are accorded all the authority and responsibility as outlined in the Society Bylaws. Regional Directors further the objectives of the Society within the regions and encourage that all Sections promote and follow the Mission and objectives of the Society.

2 QUALIFICATIONS

2.1 Refer to Bylaws, Section 6.2

3 PRIMARY RESPONSIBILITIES

3.1 Required to perform the following duties for the Sections.

3.1.1 Act as the voice of the Sections to the Board of Directors and Section Affairs Council expressing their interests and concerns.

3.1.2 Explain, train, and promote the Society's mission, objectives, operating principles, policies, and programs to the Section Leadership.

3.1.2.1 Establish personal contact/communications with each of the Sections' leaders at a minimum of once per fiscal year.

3.1.2.2 Encourage Sections meet the minimum requirements as set by the Section Affairs Council.

3.1.2.3 Encourage Sections meet the performance excellence measures as determined by the Society.

3.1.2.4 Recommends approval for the formation and dissolution of Sections, including development of Corrective Action Plans.

3.1.2.5 Monitor and provide guidance to the Sections within the region.

3.1.2.6 Provide guidance to Section leadership for accomplishment of SMP.

3.1.2.7 Promote volunteer and Section recognition.

Communicate BoD issues and decisions to Section Leadership.

3.1.4 Appoint such number of Deputy Directors as are needed to assist in managing the region. Deputies do not negate the Regional Directors' primary obligations.

Perform the following duties as a member of the Section Affairs Council.

3.2.1 Serve on committees and perform assigned actions to promote ASQ mission and goals as well as Section Affairs Council Body of Work and Other Initiatives.

Determine strategic direction for Section Affairs Council.

3.2.3 Participate in SAC according to ASQ Society Policies and Procedures that govern the Section Affairs Council.

1.1.1 Provide status reports on assignments, initiatives and regional responsibilities to the Section Affairs Council Chair for presentation at the Board of Directors meeting.

3.3 Perform the following duties as a member of the Board of Directors. Participate in the governance and management of the Society as a member of the Board of Directors by attending meetings properly prepared for an informed vote (in person or electronic). Participation includes not only attend meetings but present motions when applicable, participate on committees and task forces and in the Society Strategic Planning process.

- 3.3.2 Vote on Society, BoD decisions with the best interest of your constituents. (See Paragraph 3.1)
- 3.3.3 Cooperate with all board members, headquarters, and the various member units, committees, and councils of the Society to promote and stimulate their growth and development.
- 3.3.4 Develop and support Society programs and recommend and implement support from Headquarters, Officers, or others that will enhance Section effectiveness and growth.
- 3.3.5 Abide by the Society's Code of Ethics.
- 3.3.6 Communicate Section and region concerns to the Board and ASQ Headquarters.
- 3.3.7 Use Society funds wisely.
- 3.3.8 Actively serve as the voice of Sections and the general membership.

4 **MEASURES OF ACCOUNTABILITY**

4.1 The Regional Director's contributions to the Society shall be measured by the Chairs of the SAC and Board of Directors and the Section Leadership by the extent to which s/he is judged to have furthered the interests of the Society by the fulfillment of assigned responsibilities and by the quality of his/her counseling and recommendations.

5 **REGIONAL DIRECTOR REMOVAL**

5.1 Refer to Policy and Procedure G-27.

6 **REVISIONS:**

REVISION LEVEL	REVISION DATE	REVISION COMMENTS
C	02/11/99	Formerly, Y-6
D	02/08/02	

APPROVALS:

Approved By BoD

Date 02/11/99

Latest Revision Approved By BoD

Date 02/08/02