



Arrangements Chair

Section Volunteer Position Description

General Description

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.

Term

One year. July 1 to June 30.

Specific Duties and Responsibilities

- Work with Section Executive Committee to set goals/metrics to support the Section's management process as they relate to events arrangements.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for events arrangements.
- Arrange all meeting facilities including hotel, seating, room size, etc.
- Establish menu, negotiate fees, provide newsletter editor with location and menu information, and arrange for speaker equipment.
- Submit budget to treasurer for fiscal year.
- Attend Section Executive Committee and general membership meetings.
- Uphold ASQ and section bylaws and policies and procedures.

Qualifications

- Must be an ASQ member in good standing.
- Strong organization, communication, and negotiation skills.

Time Commitment

Approximately 2 – 3 hours per month (outside of section and executive committee meetings).

Related Documents

- SOG-4 – Co-Sponsorships, Joint Ventures and MOUs
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/SOG4.htm>
- Conference Planning Information
<http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Conference%20Planning%20Kit.pdf>
- A-20 Conference Scheduling Policy
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/A-20%20Conference%20Scheduling%20Policy.pdf>