



Certification Chair

Section Volunteer Position Description

General Description

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

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 certification.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for certification.
- Work directly with the Education Chair and committee to prepare and hold refresher courses for ASQ certification programs.
- Obtain certification results from Education Chair as provided by ASQ headquarters.
- Communicate refresher course announcements in a timely manner to the section newsletter editor.
- Manage administrative duties relating to holding refresher courses including site selection and securing instructors.
- Manage administrative duties relating to hosting certification exams, including securing exam proctors and adhering to headquarters' timelines relating to certification exams.
- Ensure that proper documentation and qualifications are submitted and approved as they relate to certification eligibility.
- Attend section executive and regular section meetings.
- Ensure that section establishes exam sites and proctors (this may be handled by the education chair).
- Uphold ASQ and section bylaws and policies and procedures.

Qualifications

- Must be an active ASQ member in good standing.
- Preferably will have been a participant in Section committee activities.
- Should possess excellent communication skills and the ability to develop relationships with others.
- Should be certified by ASQ in at least one of its available certifications.

Time Commitment

Approximately 5 hours per month (outside of section and executive committee meetings).

Related Documents

- A-11 – ASQ Certification Program <http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/A-11%20ASQ%20Certification%20Program.pdf>
- A-12 – ASQ Recertification Program <http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/A-12%20ASQ%20Recertification%20Program.pdf>

- G-7 - Membership Information Disclosure & Use
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/G-7-Member%20Information%20Disclosure%20%26%20Use.doc>
- Certification information available from www.asq.org.