



# Chair-elect

## Section Volunteer Position Description

### General Description

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.

### Term

One year. July 1 to June 30. However, this is a two-year commitment as this position will advance to Chair the following year.

### Specific Duties and Responsibilities

- Work closely with the chair to learn how to manage the section.
- Become familiar with Society operations, bylaws, and policies and procedures.
- Establish the section's business plan for the year and develop the internal systems for implementing the plan.
- Preside over the section in the absence of the chair.
- Attend all section executive committee meetings and general membership meetings.
- Perform duties as directed by the Chair or the section's bylaws.
- SUGGESTED: the chair-elect should assume the duties of the SMP chair within the section to ensure that minimum requirements are met and section planning occurs.
- Along with the chair, the chair-elect should work with the section executive committee to set goals/metrics that to support the section management process.
- Along with the chair, the chair-elect should ensure that the section executive committee report on activities performed, status of performance against goals/metrics, etc.
- All officers are responsible for submitting and updating the section officer and committee lists with HQ via the online submission form.
- Uphold ASQ and section bylaws and policies and procedures.

### Qualifications

- Must be an ASQ member in good standing.
- Possess high level of leadership, management, and organizational skills.
- Should have basic knowledge of Society operations, bylaws, and policies and procedures.
- Preferably will have some prior experience in budgeting and business planning.
- Willingness to assume the role of Chair if the position is vacated during the term.
- Willingness to share contact information for section business purposes.
- Willingness to provide email address for volunteer information from headquarters.

### Time Commitment

Approximately 6 – 8 hours per month (outside of section and executive committee meetings).

### Related Documents

- SMP materials <http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Forms/SMP%20Tools%20and%20Templates.htm>
- ASQ Bylaws and Policies and Procedures <http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/Forms/AllItems.htm>
- S-1 – Section Formation and Maintenance <http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/S-1-Section%20Formation%20and%20Maintenance.doc>

Information provided is to be used as a guide for developing section position descriptions. When revising position descriptions, sections are expected to comply with any bylaws or policy and procedure requirements stated.

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- Section Minimum Requirements <http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Minimum%20Requirements%20S1/Forms/AllItems.htm>
- Online Officer and Committee List Submission Form  
<http://www.asqnet.org/members/leadership/managing/index.html>