



Chair

Section Volunteer Position Description

General Description

Serve as Chief Executive Officer of the section. Oversee all aspects of section management and lead all volunteers. Liaison with regional director and headquarters.

Term

One year. July 1 to June 30.

Specific Duties and Responsibilities

- Preside over all Section Executive Committee and member meetings.
- Appoint all standing and additional committee chairs.
- Ensure that the section meets the minimum requirements as stated in Policy and Procedure S1.
- Work with Section Executive Committee to set goals/metrics to support the Section's management process.
- Ensure that the Section Executive Committee report on activities performed, status of performance against goals/metric set, etc.
- Participate in quarterly regional conference calls, or appoint other appropriate section volunteer.
- Along with SEC, develop section budget, activity plan and SEC and general section meeting schedule. *It is strongly suggested that sections review SMP – which provides guidance when developing budgets, plans and section goals.*
- Call and attend all SEC meetings. It is recommended that the SEC meet at least six times per term. At the meeting, it is recommended that the following items, at a minimum, be covered:
 - Monthly and quarterly financial reports provided by the Treasurer
 - Meeting minutes are taken by the secretary
 - A copy of the meeting minutes are sent to the section's regional director and ASQ headquarters
 - Section business regarding co-sponsoring be discussed
 - Voting on any section business requiring open bids from vendors
 - Status of any sponsored subsections or student branches
 - Section business plan and status of section projects and activities
- 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 & procedures.

Qualifications

- Must be an ASQ member in good standing.

- Preferably will have served as chair-elect or vice chair in the year immediately preceding the term as chair.
- Have basic knowledge of Society operations, bylaws, policies and procedures.
- Preferably will have some prior experience in budgeting and business planning.
- Must be willing to provide contact information for section business purposes.
- Must be willing to provide email address to headquarters for communication.
- Possess high level of leadership, management and organizational skills.

Time Commitment

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

Related Documents

- Section bylaws – if unavailable, refer to Section Model Bylaws from headquarters.
- ASQ Policies and Procedures <http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/Forms/AllItems.htm>
- Section Operating Guidelines (SOGs) <http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/AllItems.htm>
- Section Management Process (SMP) <http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Forms/SMP%20Tools%20and%20Templates.htm>
- Section Minimum Requirements <http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Minimum%20Requirements%20S1/Forms/AllItems.htm>
- Section Financial Management information <http://asqgroups.asq.org/SectionVolunteerCommunity/Financial/Forms/AllItems.htm>
- Online Officer and Committee List Submission Form <http://www.asqnet.org/members/leadership/managing/index.html>