



Access to Database

Section Volunteer Position Description

General Description

Section volunteers with access to the database are authorized to download the monthly membership lists for their section from the designated area of ASQ's website.

Term

One year. July 1 to June 30. Must be renewed annually by the chair.

Specific Duties and Responsibilities

- Download membership lists every month to ensure section use of most recent member information. **New data becomes available by the fifth business day of each month.**
- Make member information available upon request from other section volunteers or to other sections when authorized by your section chair.
- Assist section with use of member data for designated purposes. **Demographic analysis, mailing labels, etc.**
- Must ensure that member information is used properly. **Member information may only be used for section and Society purposes and must not be used for personal gain.**
- Must ensure that member preferences, as provided in the monthly downloads are honored when using or providing the data. **Policy and Procedure G-7; Section eGuidelines**
- Uphold ASQ and Society bylaws and policies & procedures.

Qualifications

- Must be appointed by the Chair of the Section
- Must be a Regular Member of ASQ in good standing, and a member of the Section authorizing access.
- Have access to a computer and the internet.
- Have decompression software, such as Aladdin Expander, Unstuffit or Winzip. **Shareware versions can be downloaded from the internet.**
- Strong knowledge of software applications using spreadsheet, database, and word processing functions. Knowledge of .zip and .csv files.
- Must be willing and able to download membership lists regularly, and available to provide data to other volunteers upon request.
- Share email address with Headquarters to receive important volunteer information.

Time Commitment

Downloading the lists will take about 15 minutes each month. Use of data for analysis, label generation, etc. will take longer. Time commitment will vary depending upon the number of volunteers in the section given access to the lists and the number of requests within the section for the data.

Related Documents

- SOG-7: Section eGuidelines, which include Policy and Procedure G-7
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/SOG7.htm>
- Membership List Downloading Guide <http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Membership%20List%20Users%20Manual.pdf>
- Creating Mailing Labels from Membership Lists
<http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Creating%20Labels%20from%20the%20Membership%20Lists.pdf>

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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