



Division Liaison

Section Volunteer Position Description

General Description

Promote divisions and interest groups within the sections and coordinate access to division/interest group experts to bring topics of interest to the section.

Term

One year. July 1 to June 30.

Specific Duties and Responsibilities

- Be knowledgeable of division/interest group membership among section members to make informed decisions/recommendations regarding member needs.
- Inform section members of divisions and interest groups.
- Promote and assist with division membership registration.
- Work with regional councilors and division officers to promote divisions and interest groups in the section, e.g. speakers for membership meetings, educational seminars, etc.
- Work with section and division publicity chairs, newsletter editors, and web masters to publicize share technical content.
- Work with section conference committee to find and secure division exhibitors and speakers on topics of interest.
- Work with section program chair to find and secure speakers on topics of interest for membership meetings.
- Work with section executive committee to set goals/metrics to support section management process as they relate to division interaction, publicity, etc.
- Communicate/report to section executive committee on activities performed and status of performance against goals/metrics, etc.
- Attend section executive committee meetings and general membership meetings.
- Uphold ASQ and section bylaws and policies & procedures.

Qualifications

- Must be an ASQ member in good standing.
- Must have knowledge and experience working with/for ASQ divisions and interest groups.
- Should possess good written and verbal communication skills.
- Should be organized, self-motivated, dependable, diligent, patient, and persistent.

Time Commitment

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

Related Documents

- Division and interest group information online <http://www.asq.org/net/divisions/index.html>
- Support documents from the divisions and interest groups.