



# Examining Chair

## Section Volunteer Position Description

### General Description

Advises section members on the qualifications of advancement in membership grade and makes recommendations to the Society's Examining Committee Chair for advancement in to the membership grade of Fellow.

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

- Encourage Section members with proper qualifications to advance in membership grade. Coordinate section communication of advancement qualifications to members.
- Possibly identify and contact potential Senior members and advise them of the qualifications and process to advance to this grade of membership in accordance with Society policy and procedures.
- Identify and contact potential candidates for advancement to the grade of Fellow. For those interested in advancement, sponsor the section member as a Fellow nominee and work with them to develop the nomination packet in accordance with Society policy and procedures.
- Submit all Fellow nominations and supporting documentation to the ASQ Society Examining Committee by July 1 of each calendar year. The Society Examining Committee will make final recommendations for approval to the Board of Directors to be voted on during the November meetings.
- Attend section executive committee and general membership committee meetings.

### Qualifications

Recommended: ASQ Senior or Fellow member in good standing with strong organizational and communication skills.

### Time Commitment

Approximately 10 hours per year depending on the size of the Section and the number of members requesting to upgrade their membership status.

### Related Documents

#### Related Documents:

- [ASQ Policy & Procedure G-2](#): Qualifications for Grades of Membership (contains process for Senior applications)
- [ASQ Policy & Procedure G-3](#) – Process and Qualifications for Advancement to the Grade of Fellow
- [Upgrade My Membership Resources \(Fellow\)](#)

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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