



# Student Branch Counselor

## Section Volunteer Position Description

### General Description

Coordinate and oversee any ASQ Student Branch by serving as the liaison between the sponsoring section and the branch while mentoring the student leaders in the management of the branch.

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

- Work with Section Executive Committee to set goals/metrics to support the Section's management process as they relate to the student branch.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for the student branch.
- Work with the Student Branch Executive Committee to set goals/metrics to support the student branch's management process and meet minimum requirements.
- Ensure that the student branch executive committee report activities performed, status of performance against goals/metrics set, etc. for the student branch.
- Serve as Chief Operating Officer of the branch.
- Attend all student branch executive committee meetings.
- Act as a liaison between the sponsoring section and student branch.
- Communicate activity status to sponsoring section and ensure interaction between the section and the branch.
- Act as a liaison between the student branch and headquarters.
- Assist students with developing, planning, and organizing activities.
- Ensure that student branch minimum requirements are met, including submitting an annual officer list to the Society.
- Report financial activity to sponsoring section.
- Develop skills and abilities of students by delegating duties related to the management of the branch.
- Uphold ASQ and student branch bylaws and policies & procedures.

### Qualifications

- Must be a regular (voting) member of ASQ in good standing.
- Must be a member of the sponsoring section.
- Must be a current faculty member of the institution sponsoring the branch.

### Time Commitment

Approximately 5 – 7 hours per month (outside of student branch and executive committee meetings).

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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## **Related Documents**

- ASQ Student Branch Bylaws  
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/Student%20Branch%20Model%20Bylaws.DOC>
- ASQ Section Model Bylaws  
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/Forms/Bylaws.htm>
- Student Branch Management Process overview  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Student%20Branch%20SMP%20overview.doc>