



Secretary

Section Volunteer Position Description

General Description

Document section business and maintain records of the section and serve as the official correspondent of the section.

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 documentation of section records and correspondence.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for the documentation of section records and correspondence.
- Ensure that meeting notices are provided to members in a timely manner.
- Attend all section executive committee and regular member meetings.
- Record minutes of all section executive committee meetings and provide copies to the committee, regional director, and ASQ headquarters.
- Maintain careful and authentic record of the proceedings of all business meetings of the section. These are the legal records of the section.
- At each meeting, read the minutes of the previous meeting for approval. An alternative is to provide the minutes of each meeting with the notice of the upcoming meeting and accept approvals or corrections at the meeting.
- Provide minutes of any meeting to members upon request.
- Have available, at any meeting, copies of past minutes, section bylaws, and parliamentary reference (Robert's Rules of Order).
- Prepare agenda showing exact order of business to be conducted, including business carried over from previous meeting.
- Update section policies and bylaws from amendments captured in minutes; ensure that proper procedure is followed in any amendment process.
- Serve as primary correspondent for the section: sign any documents representing official acts, orders, proceedings along with the President; direct printing and mailing of notices, ballots, and other information provided to members.
- 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 been a participant in section committee activities.
- Preferably will have strong writing and word processing skills.
- Should have access to a computer.

Time Commitment

Approximately 3 – 4 hours per month (outside of section and executive committee meetings).

Related Documents

- Guidelines and samples for meeting minutes, meeting agendas, and meeting motions
<http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Forms/Management%20Tools%20and%20Templates.htm>

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.

Rev. 03/03

- Online officers and committee list submission form
<http://www.asqnet.org/members/leadership/managing/index.html>