



Local Member Community Communication Chair

Member Leader Position Description

Term: January 1 to December 31

Specific Duties and Responsibilities

- Work with the LMC Leadership Team to set goals/metrics to support the LMCs management process.
- Communicate/report activities performed, status of performance against goals/metrics.
- Maintain LMC social media presence (Facebook, LinkedIn, Online Community)
- Provide current and relevant information about quality and how it relates to members.
- Be available and knowledgeable of www.asq.org to answer questions and provide support to members and other volunteers who need assistance.
- Adhere to established copyright laws and social media guidelines
- Attend all LMC Leadership Team meetings. The Leadership Team is required to meet at least twice per calendar year (in-person, teleconference, web conference, etc.)
- Participate in ongoing communication with ASQ Global office.
- Uphold society bylaws, policies and procedures, and conflict of interest agreement.

Qualifications

- Must be a Full, Senior, or Fellow **ASQ** member in good standing
- Must have basic knowledge of society bylaws, policies, and procedures, and LMC operations
- Must have access to a computer and the internet
- No knowledge of HTML is required
- Preferably should be proficient with Web browsers, the Internet, and software applications
- Must be willing to provide contact information for Society and LMC business purposes
- Preferably will have strong writing , and organizational skills

Time Commitment:

Approximately two to three hours per month.