



# Certification Chair

## Section Volunteer Position Description

### General Description

Coordinates and manages section activities related to the ASQ certification program.

### Term

One year. January 1 to December 31.

### Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the section's management process as they relate to certification.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for certification.
- Work directly with the Education Chair and committee to prepare and hold refresher courses for ASQ certification programs.
- Obtain certification results from Education Chair as provided by ASQ Headquarters.
- Communicate refresher course announcements in a timely manner to the section newsletter editor.
- Manage administrative duties relating to holding refresher courses including site selection and securing instructors.
- Manage administrative duties relating to hosting certification exams, including securing exam proctors and adhering to headquarters' timelines relating to certification exams.
- Ensure that proper documentation and qualifications are submitted and approved as they relate to certification eligibility.
- Attend SLC and regular section meetings.
- Ensure that section establishes exam sites and proctors (this may be handled by the education chair).
- [Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.](#)

### Qualifications

- Must be an active ASQ member in good standing.
- Preferably will have been a participant in section committee activities.
- Should possess excellent communication skills and the ability to develop relationships with others.
- Should be certified by ASQ in at least one of its available certifications.

### Time Commitment

Approximately 5 hours per month (outside of SLC and regular meetings).

### Resources

The following resources, and others, can be found at <http://asq.org/member-leader-community/resources/reports/index.html>

- Certification Information for ASQ Sections

The following resources can be found on [www.asq.org](http://www.asq.org). Sign in as a member.

- Society Policies and Procedures (A11: Certification Program; A12: Recertification Program; G7: Member Information Disclosure and Use)
- ASQ Certification and Recertification information
- Member Leader Community of Practice Web Site: (SharePoint site index, membership lists, , find a member leader)