



Section Chair

Member Leader Position Description

Term

One year: January 1 to December 31.

Specific Duties and Responsibilities

- Preside over all section leadership committee (SLC) and member meetings.
- Appoint all standing and additional committee chairs.
- Ensure that the section meets the minimum requirements as requested annually by the Section Affairs Council.
- Work with SLC to set goals/metrics to support the **section management process (QMP)**.
- Ensure that the SLC report on activities performed, status of performance against goals/metric set, etc.
- Participate in quarterly regional conference calls, or appoint other appropriate section member leaders.
- Along with SLC, develop section business plan and budget, including SLC and general membership meetings schedules. *It is recommended that sections review the **QMP manual** for guidance when developing budgets, plans, and section goals.*
- Call and attend all SLC meetings. The SLC is required to meet at least once per calendar quarter (in-person, teleconference, web conference, etc.) At the meeting, it is recommended that the following items, at a minimum, be covered:
 - Approval of the minutes of last meeting. Minutes are taken by the secretary.
 - Monthly and quarterly financial report from treasurer.
 - Status of any sponsored subsections or student branches.
 - Section business plan and status of section projects and activities, including committee reports.
- Submit and update the section officer and committee lists with **HQ via the online submission form**.
- Uphold society bylaws, policies and procedures, and section operating agreement.

Qualifications

- Must be a Full, Senior, or Fellow **ASQ** member in good standing affiliated with the section.
- Preferably will have served as chair-elect or vice chair in the year immediately preceding the term as chair.
- Must have basic knowledge of society bylaws, policies, and procedures, and section operations.
- Preferably will have some prior experience in budgeting and business planning.
- Must be willing to provide contact information for Society and section business purposes.
- Must be willing to provide e-mail address to headquarters for communication.
- Must possess leadership, management and organizational skills.

Time Commitment

Approximately six to eight hours per month (outside of section and executive committee meetings).