



# Access to Database

## Section Position Description

### General Description

Section member leaders with access to the database are authorized to download the monthly membership lists for their section at: [http://asq.org/perl/members/memunit\\_lists.cgi](http://asq.org/perl/members/memunit_lists.cgi).

### Term

One year. January 1 to December 31. Must be renewed with ASQ HQ annually by the section chair.

### Specific Duties and Responsibilities

- Download membership lists every month to ensure section use of most recent member information. New data becomes available by the fifth business day of each month.
- Make member information available upon request from other section member leaders or to other sections when authorized by your section chair.
- Assist section with use of member data for designated purposes.
- Must ensure that section member information is used properly.
- [Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.](#)

### Qualifications

- Must be appointed by the Chair of the Section
- Must be a Member of ASQ in good standing, and a member of the section authorizing access.
- Have access to a computer and the Internet.
- Have decompression software, such as Aladdin Expander, Unstuffit or Winzip. Shareware versions can be downloaded from the Internet.
- Strong knowledge of software applications using spreadsheet, database, and word processing functions. Knowledge of .zip and .csv files.
- Must be willing and able to download membership lists regularly, and available to provide data to other volunteers upon request.
- Share email address with ASQ Headquarters to receive important information for member leaders.

### Time Commitment

Downloading the lists will take about 15 minutes each month. Use of data for analysis, label generation, etc. will take longer. Time commitment will vary depending upon the number of volunteers in the section given access to the lists and the number of requests within the section for the data.

### Resources

The following resources, and others, can be found in the at

- [Section Operating Agreement](#)
- [Membership List Downloading Guide](#)
- Creating Mailing Labels from Membership Lists

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

- Society Policies and Procedures (G7: Member Information Disclosure and Use)
- [Member Leader Community of Practice Web site](#): (SharePoint site index, membership lists, find a member leader)