



# Section Internet Liaison

## Member Leader Position Description

### Term

One year: January 1 to December 31.

### Specific Duties and Responsibilities

- Work with leadership committee to set goals/metrics to support the management process as it relates to the member unit's Internet presence.
- Communicate/report to the leadership committee activities performed, status of performance against goals/metric set, etc. for the member unit's Internet presence.
- Maintain section page on [www.asq.org](http://www.asq.org).
  - **For section leaders:** The URL to the mini web page is <http://www.asq.org/sections/mini-sites/xxxx/index.html> where XXXX = your section number.)
- Provide current and relevant information about the section, such as history, mission (should include the society mission statement), goals, membership benefits, events and activities, and reliable contact information for key volunteers, etc.
- Be available and knowledgeable of [www.asq.org](http://www.asq.org) to answer questions and provide support to members and other volunteers who need assistance.
- Educate members on the features and information available on [www.asq.org](http://www.asq.org) to encourage utilization of the Web site.
- Adhere to established copyright laws.
- Uphold society bylaws and policies and procedures.

### Qualifications

- Must be an ASQ member in good standing.
- Must have access to a computer and the Internet.
- No knowledge of HTML is required if the section's only Web presence is through the mini web page on [www.asq.org](http://www.asq.org).
- Preferably, should be proficient with Web browsers, the Internet, and associated software applications.
- Preferably will have strong writing skills if preparing content for the Web.

### Time Commitment

Approximately two to six hours per month (outside of member unit meetings).