



Section Nominating Chair

Member Leader Position Description

Term

One year: January 1 to December 31.

Specific Duties and Responsibilities

- Upon appointment by the chair, and concurrence by the section leadership committee, review the nomination and election requirements found in the section operating agreement.
- Review or establish policy for any part of the nomination and election process not described by society requirements.
- Work with the nominating committee on the following:
 - Identify at least one potential candidate for each elected position as required by the Society and any applicable section policies.
 - Contact potential candidates and confirm willingness to serve, if elected.
 - Ensure that a call for nominations from the general division membership is made at least 30 days prior to the presentation of nominees. See the [SOA](#) for nomination requirements.

Qualifications

- Must be an ASQ member affiliated with the section.
- It is recommended that the immediate past chair of the section hold this position or be a member of the committee.

Time Commitment

Approximately six hours per year.