General Description
The position of Advisor is a volunteer position. There may be multiple Advisors. Their responsibilities are listed below.

Term
One year. July 1 to June 30.

Specific Duties and Responsibilities
- Work with the section executive committee to set goals/metrics that support the section management process.
- Advise the chair, as necessary, on new opportunities for section meetings and creative activities that may aid the board in supporting its membership and achieving its goals
- Perform specific duties as assigned by the chair and/or the section executive committee.
- Attend as many section executive committee meetings and general membership meetings as possible.
- Uphold ASQ and section bylaws and policies & procedures.

Qualifications
- Must be an ASQ member in good standing.
- Preferably have basic knowledge of Society's and section's operations, bylaws, and policies and procedures.
- Be willing to provide contact information for section business purposes.
- Be willing to provide email address as Society communication with volunteers is primarily electronic.
- Have basic knowledge of computers for the purpose of communicating (E-Mail) with other board members, as necessary.

Time Commitment
 Approximately 3 –5 hours per month (outside of section and executive committee meetings).

Related Documents
- SMP materials
  http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Forms/SMP%20Tools%20and%20Templates.htm
- ASQ Bylaws and Policies and Procedures
  http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/Forms/AllItems.htm
- S1 –Section Formation and Maintenance
  http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/S-1-Section%20Formation%20and%20Maintenance.doc
- Section Minimum Requirements
  http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Minimum%20Requirements%20S1/Forms/AllItems.htm
- Online Officers and Committee Lists submission form
  http://www.asqnet.org/members/leadership/managing/index.html