



Chair

Section Volunteer Position Description

General Description

Serve as Chief Executive Officer of the section. Oversee all aspects of section management and lead all volunteers. Function as primary contact for regional director and headquarters.

Term

One year. July 1 to June 30.

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's management process (SMP).
- 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 volunteer.
- Along with SLC, develop section business plan and budget, including SLC and general membership meetings schedules. *It is recommended that sections review the SMP 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
- All officers are responsible for submitting and updating 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 Regular, Senior, or Fellow 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.
- 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 email address to headquarters for communication.
- Possess leadership, management and organizational skills.

Time Commitment

Approximately 6 – 8 hours per month (outside of section and executive committee meetings).

Resources

The following resources, and others, can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

- Section Operating Agreement
- Section Operating Guidelines (SOGs)
- Section Management Process (SMP)
- Section Minimum Requirements (found in SMP manual)
- Section Financial Management information

The following resources can be found on www.asq.org. Sign in as a member.

- Society Bylaws
- Society Organization Manual
- Society Policies and Procedures
- ASQ Volunteer Area (SharePoint site index, membership lists, internet liaison access, online officer entry, find a volunteer)