



Division Liaison

Section Volunteer Position Description

General Description

Promote divisions/forums/interest groups (divisions) within the sections and coordinate access to division experts to bring topics of interest to the section.

Term

One year. July 1 to June 30.

Specific Duties and Responsibilities

- Be knowledgeable of divisions membership among section members to make informed decisions and/or recommendations regarding member needs.
- Inform section members of divisions.
- Promote and assist with division membership registration.
- Work with the division regional councilors and officers to determine collaborative opportunities, e.g. speakers for membership meetings, educational seminars, etc.
- Work with section and division publicity chairs, newsletter editors, and web masters to publicize and share technical content.
- Work with section conference committee to find and secure division exhibitors and speakers on topics of interest.
- Work with section program chair to find and secure speakers on topics of interest for membership meetings.
- Work with section leadership committee (SLC) to set goals/metrics to support section management process as they relate to division interaction, publicity, etc.
- Communicate/report to SLC on activities performed and status of performance against goals/metrics, etc.
- Attend SLC meetings and general membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Must have knowledge and experience of ASQ divisions.
- Should possess good written and verbal communication skills.
- Should be organized, self-motivated, dependable, diligent, patient, and persistent.

Time Commitment

Approximately 6 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 Management Process (SMP)
- Section Minimum Requirements (found in SMP manual)

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

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