



# Education Chair

## Section Volunteer Position Description

### General Description

Plans and implements educational programs for the Section such as conferences and/or special seminars.

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

- Work with Section Leadership Committee to set goals/metrics to support the Section's management process as they relate to education.
- Communicate/report to the Section Leadership Committee activities performed, status of performance against goals/metric set, etc. for education.
- Create and implement plan to address educational issues of the Section, or enhance previous Education Chair's plan.
- Arrange and determine format, presenters, resources, objectives, teaching methods and materials for educational events.
- Prepare MOUs for any co-sponsored educational programs and obtain approval from headquarters.
- Evaluate results from all educational events and present to Section Leadership Committee.
- Inform section members of courses offered by ASQ headquarters.
- Work with section recertification chair to determine certification course needs of the section.
- Share certification exam results with certification chair, section chair and other interested volunteers.
- Attend section Leadership Committee and regular membership meetings.
- Uphold ASQ and section bylaws and policies & procedures.

### Qualifications

- Must be an ASQ member in good standing.
- Preferably will have been a participant in section committee activities.
- Should possess excellent communication skills and the ability to develop relationships with others.

### Time Commitment

Approximately 3 – 4 hours per month (outside of section and Leadership Committee meetings).

### Related Documents

- G7 - Membership Information Disclosure & Use  
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/G-7-Member%20Information%20Disclosure%20%26%20Use.doc>
- SOG-4 Co-Sponsorships, Joint-Ventures and MOUs  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/SOG4.htm>
- SOG-5 Hiring an Independent Contractor  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/SOG5.htm>
- SOG-8 Section Recognition Program – Awards & Scholarships  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/SOG8%20Volunteer%20Recognition.htm>

Information provided is to be used as a guide for developing section position descriptions. When revising position descriptions, sections are expected to comply with any bylaws or policy and procedure requirements stated.

Rev. 03/03