



# Internet Liaison

## Section Volunteer Position Description

### General Description

Develop and maintain a continuous reliable source for section information via the Internet.

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

- Work with Section Executive Committee to set goals/metrics to support the Section's management process as they relate to the section's internet presence.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for the section's internet presence.
- Maintain section's mini web page on ASQNet, including all information and links to any external section website. (The URL to the mini web page is <http://groups.asq.org/XXXX> where XXXX = your section number.)
- Provide current and relevant information about the section such as history, mission (should include the Society mission statement), goals, membership benefits, section events and activities, and reliable contact information for key section volunteers, etc.
- Be available and knowledgeable of ASQNet to answer questions and provide support to section members and other volunteers who need assistance.
- Educate members on the features and information available on ASQNet to encourage utilization of the website.
- Adhere to established copyright laws.
- Uphold ASQ and section bylaws and policies and procedures.

### Qualifications

- Must be an ASQ member in good standing.
- Must have access to a computer and the internet.
- No knowledge of html is required if the section's only web presence is through the mini web page on ASQNet.
- Preferably, should be proficient with web browsers, the Internet, and associated software applications.
- Preferably will have strong writing skills if preparing section content for the web.

### Time Commitment

Approximately 2 - 6 hours per month (outside of section and executive committee meetings).

### Related Documents

- SOG-7 eGuidelines which includes Policy and Procedure G7 – Member Information Disclosure and Use <http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/SOG7.htm>
- Content editor tool (to update your section's mini web page) [http://www.asqnet.org/perl/miniweb/show\\_available.pl](http://www.asqnet.org/perl/miniweb/show_available.pl)

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.

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