



# Koalaty Kid/Education Excellence Liaison

## Section Volunteer Position Description

### General Description

Serve as the liaison between the section and K-12 educational institutions wishing to use quality processes to improve student achievement and organizational performance.

### 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 Koalaty Kid.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for Koalaty Kid.
- Promote the quality in education/excellence in K-12 initiative to area schools (for participation) and businesses (for sponsorship)
- Establish and/or maintain relationship between section and ASQ K-12 education initiative school(s) sponsored by the section. This includes a yearly needs assessment to make sure Section can provide what school is asking and that school understands where and how Section can help.
- Submit budget to section treasurer.
- Attend section executive committee meetings and regular membership meetings.
- Participate in periodic listserv correspondences with other liaisons. This helps build and maintain the community and allows for sharing and learning.
- Uphold ASQ and section bylaws and policies & procedures.

### Qualifications

- Must be an ASQ member in good standing.
- Should possess strong communication and organization skills.
- Should enjoy working with educators and be knowledgeable about ASQ quality in K-12 education services.

### Time Commitment

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

### Related Documents

- Koalaty Kid/Education Excellence current website, <http://www.koalatykid.org>
- Koalaty Kid/Education Excellence Staff listing in the Other ASQ Staff Directory at [http://asqgroups.asq.org/SectionVolunteerCommunity/Directories/Forms/AllItems.htm?List=u\\_Directories](http://asqgroups.asq.org/SectionVolunteerCommunity/Directories/Forms/AllItems.htm?List=u_Directories)

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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