



# Nominating Chair

## Section Volunteer Position Description

### General Description

Identifies and nominates, with the nominating committee, qualified individuals for the minimally required elected section positions of chair, secretary, and treasurer. Individual section policies will determine if other positions are necessary, i.e. Chair-elect and/or Vice Chair.

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

- Upon appointment by the Chair, and concurrence by the Section Leadership Committee (SLC), review the nomination and election requirements found in the Section Operating Agreement.
- Review or establish section policy for any part of the nomination and election process not described by Society requirements.
- Work with the nominating committee on the following:
  - Identify at least one potential candidate for each elected position as required by the Society and any applicable section policies.
  - Contact potential candidates and confirm willingness to serve, if elected.
  - Ensure that a call for nominations from the general section membership is made at least 30 days prior to the presentation of nominees. Nominations above and beyond those presented by the Nominating Committee require a petition signed by 10 members to be placed on the ballot.

### Qualifications

- Must be an ASQ member affiliated with this Section.
- It is recommended that the Immediate Past Chair of the Section hold this position or be a member of the committee.

### Time Commitment

Approximately four hours per year.

### Resources

The following resources can be found in the Section Volunteer Community at

<http://asqgroups.asq.org/sectionvolunteercommunity>

- Section Operating Agreement
- Section position descriptions