



Recertification Chair

Section Volunteer Position Description

General Description

Coordinate and manage section activities related to ASQ's recertification program. Help section members with the recertification process.

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 recertification.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for recertification.
- Evaluate applications for recertification and validate areas of professional activity.
- Ensure timely submission of information to ASQ headquarters.
- Maintain contact with applicants to communicate status of their application.
- Provide timely information related to the submission of recertification application/journals to the newsletter editor.
- Attend section executive committee meetings and general membership meetings.
- Uphold ASQ and section bylaws and policies & procedures.

Qualifications

- Must be an ASQ member in good standing.
- Must hold one of ASQ's certification.
- Should possess strong organization skills.

Time Commitment

Approximately 2 – 4 hours per month (outside of section and executive committee meetings). The recertification deadlines are June 30 and December 31 annually; the busiest months are generally May/June and November/December.

Related Documents

- A-11 – ASQ Certification Program
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/A-11%20ASQ%20Certification%20Program.pdf>
- A-12 – ASQ Recertification Program
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/A-12%20ASQ%20Recertification%20Program.pdf>
- Recertification materials on www.asq.org
- Recertification staff information in the Other ASQ Staff Directory
<http://asqgroups.asq.org/SectionVolunteerCommunity/Directories/Forms/AllItems.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