



# Vice Chair

## Section Volunteer Position Description

### General Description

In a section that does not use a chair-elect system, the vice chair is second in command after the chair. If there are multiple vice chairs, their responsibilities and succession order shall be established by the SEC or bylaws.

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

- In the absence of the chair, shall perform all duties of the chair and be vested with all the powers of the chair.
- Shall succeed to the position of chair if that position is vacated.
- Along with the chair, this position ensures that SMP Section Basics requirements have been met and that proper planning, implementation, and assessing occurs.
- Along with the chair, the vice chair should work with the section executive committee to set goals/metrics that to support the section management process.
- Along with the chair, the vice chair should ensure that the section executive committee report on activities performed, status of performance against goals/metrics, etc.
- Shall develop short-range goals and the processes necessary to implement the plans, as well as assisting the chair in general administrative duties.
- Perform specific duties as assigned by the chair and/or the section executive committee.
- Attend all section executive committee meetings and general membership meetings.
- All officers are responsible for submitting and updating the section officer and committee lists with HQ via the online submission form.
- Uphold ASQ and section bylaws and policies & procedures.

### Qualifications

- Must be an ASQ member in good standing.
- Have basic knowledge of Society's and section's operations, bylaws, and policies and procedures.
- Preferably will have some prior experience in budgeting and business planning.
- Be willing to provide contact information for section business purposes.
- Be willing to provide email address as Society communication with volunteers is primarily electronic.
- Be willing to succeed to position of chair if that position is vacated.
- Preferably will have leadership, managerial, and organizational skills.

### Time Commitment

Approximately 6 – 8 hours per month (outside of section and executive committee meetings).

### Related Documents

- SMP materials  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Forms/SMP%20ools%20and%20Templates.htm>
- ASQ Bylaws and Policies and Procedures  
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/Forms/AllItems.htm>
- S1 –Section Formation and Maintenance  
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/S-1-Section%20Formation%20and%20Maintenance.doc>

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

- Section Minimum Requirements  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Minimum%20Requirements%20S1/Forms/AllItems.htm>
- Online Officers and Committee Lists submission form  
<http://www.asqnet.org/members/leadership/managing/index.html>