

ASQ Position Description Section Chair-Elect/Vice Chair

Position Title:	<p><i>Section Chair-Elect</i></p> <p>The section chair-elect is second in command of an ASQ section. With the knowledge that he/she will be chair in the following year, the chair-elect works closely with the current chair to learn the role he/she will resume in the upcoming year. The chair-elect establishes the section's short-range plans for the year as well as developing the internal systems to implement the plan. In the absence of the chair, the chair-elect shall perform all the duties and shall be vested with the all the powers of the section chair.</p> <p>The chair-elect shall succeed to the chair position in the event that the chair position is vacated and then serve as chair in the following year as well. A large part of the chair-elect's role is to be aware of what's going on within the section, so he/she is ready to assume control if the chair is absent or has vacated office.</p> <p><i>Section Vice Chair (when there is a chair-elect)</i></p> <p>In a Section with a chair-elect, the vice chair serves as third in command (if there are multiple vice chairs, their succession order shall be established by the section executive committee (SEC) or bylaws). The vice chair assists the chair in the general administration of the section and with the approval of the SEC, shall perform such duties and exercise such powers as the chair delegates. In the absence of the chair and chair-elect, the vice chair shall perform all the duties and shall be vested with the all the powers of the section chair.</p> <p><i>Section Vice Chair (when there is no chair-elect)</i></p> <p>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 succession order shall be established by the SEC or bylaws). The general role of vice chair is similar to that of chair-elect – he/she shall develop short-range goals and the processes necessary to implement the plans, as well as assisting the chair in general administrative duties. The vice chair shall perform other duties as the chair and SEC find appropriate. In the absence of the chair, the vice chair shall perform all the duties and shall be vested with the all the powers of the section chair.</p> <p>The vice chair shall succeed to the chair position in the event that the chair position is vacated.</p> <p><i>Information for Both Positions</i></p> <p>A large part of the chair-elect and vice chair roles is to be aware of the current activities of the section, so he/she is ready to assume control if the chair is absent or has vacated office.</p> <p>The chair-elect and vice chair are officers of the section. Along with the other volunteers, the chair-elect and vice chair have a fiduciary responsibility to the section – meaning all actions taken should be in the best interest of the section and ASQ.</p>
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Note: The information contained in this position description is meant to be used as a guide in developing the position description for your Section. The exact duties and responsibilities for the chair-elect and vice chair may be different for your section. (Revised Winter 2001)

<p>Reports to:</p>	<p><i>Section Chair</i></p>
<p>Qualifications:</p>	<ul style="list-style-type: none"> • Must be a paid Regular ASQ member and associated with the section. • Have basic knowledge of Society’s operations, Bylaws, Policies & Procedures and section bylaws. • Have basic knowledge of parliamentary procedure (Robert’s Rules of Orders). • Preferably will have some prior experience in budgeting and business planning. • Be willing to have his/her business or day phone and fax number available for section business purposes. • Be willing to share his/her email address with headquarters, as communication with volunteers is mainly via email. • Must be able to commit sufficient time for executive committee meetings and general section meetings (which must be held on a periodic basis) in addition to other duties needed to fulfill the role of chair-elect and vice chair. • Must be prepared to assume the role of chair in case of a vacancy in that position. • Must be accessible and responsive to section members, other volunteers and Headquarters. • Possess high level of leadership, management and organizational skills. • Must be able to keep the needs of section members and objectives of the Society at the forefront.
<p>Time Commitment:</p>	<p>This is a one-year term. However, for the chair-elect, this position is really a two-year commitment. The one-year term as chair-elect will be followed by a term as chair in the next fiscal year.</p> <p>The position of chair-elect/vice chair requires an estimated minimum 20 hours/month to fulfill the minimum responsibilities of the position. This time may vary based on your specific section.</p>
<p>Training Opportunities and Materials:</p>	<ul style="list-style-type: none"> • Section/division Leadership Training • Regional training • Other training(s) as offered by the regional director • Society Management Handbook • Section’s succession program • Chair-Elect/Vice Chair Welcome Kit and other resources from headquarters • Mentoring current chair-elect or vice chair • ASQNet • Section Best Practices (on ASQNet) • Robert’s Rules of Order (guidelines on parliamentary procedure)

Benefits:	This position offers an opportunity to enhance and practice leadership skills, network with other quality professionals to increase awareness of the member's company in the community, and work side by side with the Section Chair to promote and use quality tools, support the shape and future of the quality movement, and guide the growth and direction of the Section.
Responsibilities:	<ul style="list-style-type: none"> • Serve as chair-elect/vice chair from July 1-June 30 • Attend and vote at all section executive committee (SEC) meetings. • Perform duties as assigned by the chair. • Chair-elect and vice chair (with no chair-elect) – develop and implement section's short-term plans for the year. • Vice chair (with chair-elect) – assist chair in general administrative duties. • Prepare to become a chair and take over chair's responsibilities if necessary: <ul style="list-style-type: none"> → Become familiar with ASQ's bylaws, Policies & Procedures and section bylaws. → Preside at meetings of the section and SEC in the absence of the chair. → Be familiar with all deadlines. → Observe and work with the chair, committee chairs, and other section officers from which you will build your team in the event you assume the chair position. → Familiarize yourself with the needs of the total membership of your section so that the decisions and actions that you help initiate will be a reflection of these needs. • In March and April before the term begins, work with the current vice chair or chair-elect to learn duties and routine of office. • In April, May and June work with outgoing and incoming SEC to help develop section's strategic plan, budget, activity plan and meeting schedules for the upcoming year. Start to review bylaws, Policies and parliamentary procedure. • In August, help to ensure completion and submission of section's audited annual financial report (due August 15). • In January and February, review the strategic plan of the section and explore the major areas of your section that require strengthening. Begin prioritizing with members of the SEC to initiate the possible solutions or improvements in these areas. • In March, begin to finalize plans to improve the areas of the section that require strengthening. Review and set goals to coincide with these plans. • By March 31, help to ensure that section's officer and committee list

	<p>has been sent to regional director and headquarters.</p> <ul style="list-style-type: none"> • If serving as chair in the coming year, before March 31, make committee appointments. • If serving as chair in the coming year, in March and April, begin to work closely with the current chair to learn about the specific duties and routine of the office of chair, and work to ensure continuity of action in the section's activities. • If serving as chair in the coming year, in June work with the chair to arrange for the proper transfer of bank funds to yourself and the other new officers. (This will require the signing of signature cards by the current chair, yourself, treasurer, and the incoming treasurer). • Perform any other duties as assigned by the chair and/or SEC.
<p>Related Governance Documents:</p>	<p>* Available on ASQNet in Society Management Handbook. ^ Available on ASQNet in Sections file cabinet.</p> <ul style="list-style-type: none"> • ASQ Bylaws* • Related ASQ Policies and Procedures*: <ul style="list-style-type: none"> → F6 - Financial Reporting by Society Units → F10 - Establishment of Society's Dues and Structure → F11 – Member Dues Collection → G1 - Member Rights, Privileges, Duties, and Benefits → G7 - Membership Information Disclosure → G33 - Bylaws Committee Operation → G40 - Antitrust Financial Management → G41 - Society Involvement With Other Organizations and the Use of ASQ's Name and Logo → G42 - Joint Activities of Society and Member Units → G43 - Policy Statements and Testimony → G55 - Establishment of Scholarships → G56 - Staff Visits to Society Member Units → G57 - ASQ Intellectual Property → S1 - Section Formation and Maintenance → S2 - Organizing a Student Branch → S3 - Section Dissolution → S4 - (Section) Treasurer & Auditing Committee Guidelines → S6 – Removal of Section Officers → S7 - Multi-Section Membership Duties, Rights, and Privileges → S8 - Election of Regional Directors → S9 - Subsection Formation and Maintenance → Y5 - Regional Director Position Guide • ASQ Operational Milestones* • Section Model Bylaws*^ • Student Branch Model Bylaws*^ • Operating Guidelines and Agreement between a Subsection and its Sponsoring Section (OGA)^

