

Position Title:	<p><i>Section Chair</i> Serving as the chief executive officer of an ASQ section, the chair oversees all aspects of the section and leads all other volunteers. The chair also serves as the section's liaison with the regional director and headquarters.</p> <p>He/she presides over all section and executive committee meetings, with the concurrence of the section executive committee (SEC), appoints all standing and additional committees. He/she oversees the elections, the section's planning activities and financial management. In addition to these operational tasks, the chair also represents the section in all matters involving meetings or contacts with local, regional or national groups.</p> <p>Along with the other section volunteers, the chair has a fiduciary responsibility to the section – meaning all actions taken should be in the best interest of the section and ASQ. Also, the chair is responsible for ensuring that the ASQ bylaws, Policies & Procedures, and the section bylaws are upheld at the section level.</p>
Reports to:	<i>Regional Director</i>
Qualifications:	<ul style="list-style-type: none">• Must be a paid Regular ASQ member and associated with the section.• Will have preferably served as chair-elect or vice chair in the year immediately preceding the term as chair.• Have basic knowledge of Society's operations, bylaws, Policies & Procedures and section bylaws.• Have basic knowledge of parliamentary procedure for holding meetings (Robert's Rules of Order).• Preferably will have some prior experience in budgeting and business planning.• Be willing to have his/her business or day phone and fax number published 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 SEC 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.• 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.

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 may be different for your section. (Revised Winter 2001)

<p>Time Commitment:</p>	<p>This is a one-year term, not to exceed two consecutive terms, requiring an estimated minimum 24 hours/month to fulfill the 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 • Section’s succession program (implemented spring prior to assuming office) • Society Management Handbook • Section Chair Welcome Kit and other resources from headquarters • Mentoring past chair • ASQNet • Section Best Practices (on ASQNet) • Robert’s Rules of Order (guidelines on parliamentary procedure)
<p>Benefits:</p>	<p>This position offers an opportunity to enhance and practice leadership skills, promote and use quality tools, support the shape and future of the quality movement, guide the growth and direction of the section, network with other quality professionals to increase awareness of the member’s company in the community and become more involved with the Society.</p>
<p>Responsibilities:</p>	<ul style="list-style-type: none"> • Serve as chair from July 1- June 30 • Act as the executive officer of the section, including fulfilling the following duties: <ul style="list-style-type: none"> → Along with SEC, develop section budget, activity plan and SEC and general section meeting schedule. <i>It is strongly suggested that sections participate in SMP – which provides guidance when developing budgets, plans and section goals.</i> → Preside at all meetings of the section and SEC. → Call and attend all SEC meetings. It is recommended that the SEC meet at least six times per term. At the meeting, it is recommended that the following items, at a minimum, be covered: <ul style="list-style-type: none"> – Monthly and quarterly financial reports provided by the Treasurer – Meeting minutes are taken by the secretary – A copy of the meeting minutes are sent to the section’s regional director and ASQ headquarters – Section business regarding co-sponsoring be discussed – Voting on any section business requiring open bids from vendors – Status of any sponsored subsections or student branches – Section business plan and status of section projects and activities → Represent the section (or appoint a delegate) in all meetings with other local or national groups. → Ensure that the section submits a nomination for regional director by December 31 and submits a vote by February 15 (RD elections)

held every other year).

- Ensure section elections are held according to section bylaws.
- Develop and review long- and short-range strategic plans.
- Appoint an auditing committee to audit the treasurer's accounts and ensure the section's annual financial report is submitted by August 15.
- Nurture and support, via regular communication, joint activities, financial support or by other means, any subsections and student branches the section sponsors.
- Have a minimum of one joint meeting with each sponsored student branch.
- In **March and April before the term begins**, begin to work with the outgoing chair to learn the duties and routine of the office and preferably, work on SMP Commitment Level submissions.
- In **April, May and June before the term begins**, begin working with all incoming and outgoing SEC members to develop the section's strategic plan, budget, activity plan and meeting schedules for the upcoming year. Start to review bylaws, Policies and parliamentary procedure.
- In **July**, upon taking office, contact any subsections or student branches the section may sponsor to discuss their plans for the year and to initiate regular communication.
- In **July**, ensure that section treasurer have received forms and balances necessary to complete annual financial report.
- In **July**, assist the treasurer in preparing the section's annual report to be submitted to headquarters by August 15. Remind any subsections or student branches to submit their financial reports to you.
- In **August**, begin to remind unpaid section members to renew their ASQ membership.
- On **August 15**, ensure audited annual financial report has been submitted.
- In **November and December** of every other year, submit section's nomination for regional director.
- In **November**, remind unpaid volunteers to pay their membership dues.
- In **December**, present nominating committee's slate of officers at the December meeting and take nominations from the floor.
- On **December 1**, replace section volunteers who have not paid their membership dues.
- In **January**, ensure mail ballots are distributed as outlined in section's

bylaws.

- By **February 15** of every other year, make sure section submits its vote for regional director election.
 - In **February**, announce elected officers for the following year to the section.
 - In **February**, appoint all committee chairs.
 - Designate an annual meeting of the section as required by the bylaws in **February, March, or April**. At this meeting, the incoming section officers can be introduced, an annual report of the state of the section shall be made - including the section's progress and its future plans.
 - On **March 31**, send officer and committee chair listing for the upcoming fiscal year (July-June) to regional director and headquarters and be sure that all sponsored subsections or student branches do the same. Ensure that all volunteers who will have access to the database for the upcoming year are indicated on the form submitted.
 - In **March and April**, begin to initiate the incoming chair into the duties and routine of the office of chair, aiding in whatever way necessary to ensure continuity of action in the Section's activities. The chair should urge the secretary and treasurer to begin to instruct the incoming secretary and treasurer in the duties and responsibilities of the position so that the transition will be as smooth as possible.
 - In **April, May, and June**, ensure that the current and incoming SEC members begin meeting to develop the section's strategic plan including SMP. Oversee completion of the SMP.
 - In **April, May, and June** ensure the proper transition of officers, including sharing of important mailings, dates, files and other business information.
 - In **June**, arrange and ensure proper transfer of bank funds to the new officers. This will require the signing of signature cards by the chair, incoming chair, treasurer, and incoming treasurer.
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**Related
Governance
Documents:**

* Available on ASQNet in Society Management Handbook

^ Available on ASQNet in the sections file cabinet

- ASQ Society Bylaws*
- ASQ Policies and Procedures*:
 - **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
 - G3 – Examining Committee - Operating Procedures
 - G5 - Charter Policy Professional Ethics & Qualifications Committee-Composition
 - G6 - Ethics Ombudsman, Grievance, Suspension, and Expulsion Procedure
 - **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, Nos. 1 (with no chair-elect) and 2 (with chair-elect)*^
- Student Branch Model Bylaws*^
- Operating Guidelines and Agreement between a Subsection and its Sponsoring Section (OGA)^