

ASQ Position Description**Section Membership Chair**

Position Title:	<i>Membership Chair</i> Retains current members and recruits new members for the Section and the Society. Maintains a current roster of all Section members, including enrolled students. Works with the Program and Publicity Committees to promote ASQ membership.
Reports to:	<i>Section Chair</i>
Qualifications:	Must be an ASQ member in good standing and will have preferably served as a committee chair or other position within the Section. Knowledge and experience in market research and promotions is helpful. Requires strong written and verbal communication skills and ability to delegate duties to committee members. Membership lists are available electronically making computer skills helpful.
Time Commitment:	This is a one-year term requiring an estimated minimum 3 hours/month to fulfill the responsibilities of the position.
Training Opportunities and Materials:	<ul style="list-style-type: none"> • Section/Division Leadership Training • Regional SMP Training • Other training(s) as offered by the Regional Director • Society Management Handbook • Mentoring past Membership Chair • Information on recruitment and retention on ASQNet
Benefits:	<p>This position offers an opportunity to enhance and practice marketing and leadership skills, promote and use quality tools, support the shape and future of the quality movement, guide the growth and direction of the Section, and network with other quality professionals to increase awareness of the member's company in the community.</p> <p style="text-align: right;">-continued-</p>

Responsibilities:	<ul style="list-style-type: none"> • Serve as Membership Chair from July 1- June 30 • Retain current Section members and recruit new members for the Section and Society. • Maintain a membership list, including members who become unpaid as of July 31. Conduct efforts to try contacting unpaid members and encouraging them to renew their membership before March 31. • Send completed membership applications or renewal notices, with payment, to ASQ Headquarters for processing.
Related Policies and Procedures:	<ul style="list-style-type: none"> • Related ASQ Policies and Procedures: <ul style="list-style-type: none"> → G1 - Member Rights, Privileges, Duties, and Benefits → G5 - Charter Policy Professional Ethics & Qualifications Committee-Composition → G6 - Ethics Ombudsman, Grievance, Suspension, and Exclusion Procedure → G7 - Membership Information Disclosure → G10 - Employment Services → G41 - Society Involvement With Other Organizations and the Use of ASQ's Name and Logo → G42 - Joint Activities of Society and Member Units → G57 - ASQ Intellectual Property → S7 - Multi-Section Membership Duties, Rights, and Privileges • ASQ Operational Milestones • Membership recruitment and retention tips and welcome and orienting new members on ASQNet.