



<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Serve as Program Chair from July 1- June 30</li><li>• Plan topics for meetings.</li><li>• Solicit speakers to match topics.</li><li>• Provide speaker and topic information to newsletter editor for publication of events.</li><li>• Coordinate speaker needs with the arrangements chair.</li><li>• Conduct survey of membership on program needs in coordination with SMP chair.</li><li>• Submit budget to treasurer for fiscal year.</li></ul>
<b>Related Policies and Procedures:</b>	<ul style="list-style-type: none"><li>• Related ASQ Policies and Procedures:<ul style="list-style-type: none"><li>→ A-20 – Conference Scheduling</li><li>→ G5 - Charter Policy Professional Ethics &amp; Qualifications Committee-Composition</li><li>→ G6 - Ethics Ombudsman, Grievance, Suspension, and Exclusion Procedure</li><li>→ G7 - Membership Information Disclosure</li><li>→ G41 - Society Involvement With Other Organizations and the Use of ASQ's Name and Logo</li><li>→ G42 - Joint Activities of Society and Member Units</li><li>→ G57 - ASQ Intellectual Property</li></ul></li><li>• ASQ Operational Milestones</li></ul>