

Responsibilities:	<ul style="list-style-type: none">• Serve as Student Branch Counselor for the school year. The Counselor is the Chief Operating Officer who is responsible for all aspects of the operation.• Attend all Student Branch Executive Committee meetings.• Act as the liaison between the sponsoring Section and Student Branch.• Assist students with developing, planning and organizing activities.• Communicate Student Branch activities, including officer lists and updates, to sponsoring Section, Regional Director and Headquarters.• Report financial activity to sponsoring Section on a quarterly and annual basis.• Delegate duties to the officers of the Student Branch in order to develop the skills and abilities of the students.• In the case of forming Student Branches, assist students with formation process and act as the main contact with Headquarters.• Communicate activity status to sponsor and HQ yearly.
Related Policies and Procedures	<ul style="list-style-type: none">• ASQ Student Branch Bylaws• ASQ Section Model Bylaws• ASQ Operational Milestones• G – 41 and G - 42 Society involvement with other organizations and use of the Society logo• G - 55 Establishment of Scholarships• G – 1 Member Rights, Privileges, Duties and Benefits• G - 7 Member Information Disclosure• S - 2 Organizing a Student Branch• S- 4 (Section) Treasurer/Auditing Chair responsibilities