

Position Title:	<i>Section Secretary</i> Maintains the written records of the Section's Executive Committee (SEC) meetings and serves as official correspondent between the Section and Headquarters. Processes membership mailings and applications and related printing.
Reports to:	<i>Section Chair and Executive Committee</i>
Qualifications:	Must be an active ASQ member in good standing and will have preferably been a participant in Section committee activities. Preferable this person will have strong writing and word processing skills, and have unlimited access to a computer. Also must be willing to commit the specified time estimated to fulfill the Secretary's duties.
Time Commitment:	This is a one-year term. The position of Secretary requires an estimated minimum 10 hours/month to fulfill the minimum 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 Secretary
Benefits:	<p>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, promote the use of quality tools, and provide administrative support to the growth of the quality movement.</p> <p style="text-align: right;">-continued-</p>

Responsibilities:

- Serve as the Section's Secretary from July 1-June 30
- Attend and vote at all Section Executive Committee meetings.
- Record minutes at all Section Executive Committee meetings, mail copies to Section Executive Committee, Regional Director and ASQ Headquarters.
- Record minutes at all other Section Meetings.
- Direct the printing and mailing of all meeting notices, ballots, and other information mailed to members from the Section.
- Maintain the complete and accurate membership roster for the Section.
- Serve as the official correspondent between the Section and ASQ Headquarters.
- Procure stationary, postage, and other supplies and make available to officers and committee members.
- Obtain membership, certification, and other information as necessary from ASQ Headquarters.
- Receive and forward within 48 hours to ASQ Headquarters any membership applications and dues from new members received at Section events.
- Keep and maintain official records of the Section including copies of meeting minutes, current Bylaws, and other pertinent Section information.
- In **July**, assume office and assist the Chair and Treasurer in compiling the Section Annual Report.
- In **December/January**, receive the report of the Nominating Committee. Prepare and mail to all members the official ballot including the choices of the Nominating Committee plus any nominees received from other sources.
- At the annual meeting of the Section as required by the Bylaws, make an annual report of the Secretary's activities to the membership.
- In **June**, transfer all current records to the incoming Secretary. Coordinate with Section Historian to forward all old records to the Section Historian and/or to the ASQ Archives at the University of Illinois Urbana-Champaign, University Archives, Rm 19 University Library, 1408 W. Gregory Drive, Urbana, IL 61801.

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Related Policies and Procedures:	<ul style="list-style-type: none">• ASQ Bylaws• Related ASQ Policies and Procedures:<ul style="list-style-type: none">→ G5 - Charter Policy Professional Ethics & Qualifications Committee-Composition→ G6 - Ethics Ombudsman, Grievance, Suspension, and Exclusion Procedure→ G7 - Membership Information Disclosure→ 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
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