

Member Leader Position Description

Chair-Elect: Division/Section (PAR Chair)

General	
In a Member Unit (MU) that uses a Chair-Elect system, the Chair-Elect is the second in command after the chair. There is only 1 (one) Chair-Elect position, its responsibilities and succession order shall be established by the MU Leadership Committee and documented in MU policy and position descriptions.	
Term	
Common	January 1 to December 31
Division unique	One or two years, as defined in the division's Division Management Agreement (DMA)
Section	One year, as defined by Policy S2, Section Maintenance
Specific Duties & Responsibilities	
Common	<ul style="list-style-type: none"> • Uphold Society bylaws, policies and procedures, ASQ Code of Ethics, conflict of interest agreement, and Member Unit operating agreements: <ul style="list-style-type: none"> ◦ Section Operating Agreement (SOA) ◦ Division Management Agreement (DMA) • Succeed the Chair if the Chair is unable or unwilling to fulfill the elected term of office. • Work closely with the Chair on management of the member unit. • Ex-officio member of all committees. • Ensure the Member Unit meets minimum requirements • Assist with the submission and updating of officer and committee lists with HQ via the online submission form in accordance with the Member Unit agreements/plans <ul style="list-style-type: none"> ◦ Section Operating Agreement ◦ Division Management Agreement • Participate in ongoing communication with ASQ • Conduct correspondence and has custody of documents associated with duties of the office • Preside over Member Unit leadership committee and member meetings in the absence of the Chair. • Develop business plan and budget with Leadership Team, (if requesting funding). • Work with Leadership Team to set goals/metrics to support members. • Ensure Leadership Team reports on activities performed, status of performance against goals/metric set, etc. • <i>SUGGESTED</i>: the vice chair should assume the duties of the PAR chair within the member unit to ensure that minimum requirements are met and business planning occurs. • <i>It is recommended Member Units review the Performance and Award Recognition (PAR) criteria for guidance when developing budgets, plans, and Member Unit goals.</i>

Specific Duties & Responsibilities cont'd	
Division unique	<ul style="list-style-type: none"> • Call appropriate special division meetings and division council, in the absence of the Chair. • Represent division at scheduled TCC and Group meetings; as needed, appoint an appropriate alternate. • Submit division reports per TCC procedure and TCC Key Dates Calendar,

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	<ul style="list-style-type: none"> • Assist in preparation of, and submits division annual report, in the absence of the Chair. • Assist in preparation of the annual division operating budget. • Guide strategic plan execution. • Exercise other powers and perform other duties authorized or directed by the Division Management Agreement (DMA), Technical Communities Council (TCC), policies and procedures and ASQ bylaws. • Act as the designated division member as program representative to the World Conference on Quality and Improvement (WCQI) in support of the Technical Program Committee (TPC) if delegated by the Division Chair as Chair-Elect is expected to be division chair in the year of the WCQI.
Section unique	<ul style="list-style-type: none"> • Call and attend all Section Leadership Committee (SLC) meetings in the absence of the Chair. The SLC is required to meet at least once per calendar quarter (in-person, telecon, web conference, etc.) • It is recommended the following items, at a minimum, be covered: <ul style="list-style-type: none"> ○ Approval of minutes of last meeting; taken by the Secretary. ○ Monthly and quarterly financial report from treasurer. ○ Status of any sponsored subsections or student branches. ○ Business plan, budget, and status of projects/activities, including committee reports. • Participate in quarterly regional conference calls, or recommend for nomination or appointment other appropriate section member leaders. • Develop section Annual Business Plan and Budget with incumbent and newly-elected SLC, including SLC and general membership meeting schedules.
Qualifications	
Common	<ul style="list-style-type: none"> • Be a Full, Senior, or Fellow ASQ member in good standing and associated with the relevant Division/Section. • Have prior experience in budgeting and business planning • Possess leadership, management and organizational skills. • Basic knowledge of Society bylaws, policies, and procedures, and relevant Member Unit operations (Division/Section). • Provide contact information for Society and Member Unit business purposes. • Provide e-mail address to ASQ HQ for communication



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Division unique	<ul style="list-style-type: none"> Must have been installed as a division officer or in another position that normally ascends to the division chair position, as stipulated in the approved Division Management Agreement.
Time Commitment	
<p><i>Division:</i> Approx six to eight hours per month (outside division & executive committee meetings).</p> <p><i>Section:</i> Approx six to eight hours per month (outside section & executive committee meetings).</p>	
Resources	
<ul style="list-style-type: none"> http://asq.org/member-leader-community/index.html The following resources can be found on www.asq.org. (Login required) <ul style="list-style-type: none"> ASQ Bylaws, Policies & Procedures Member Leader Community of Practice Division Management Agreement (DMA) / Division Minimum Requirements Section Operating Agreement / Section Minimum Requirements 	
Training	
<p>Suggested Member Leader position related training provided by ASQ.</p> <ul style="list-style-type: none"> Chair, Chair-Elect, and Vice Chair Member Leader Community of Practice Governance <p>Log in to www.asq.org and select Access My Training. Roll over the My Catalog tab and select Browse for Training. Click on the course you want to take.</p>	