



Section Arrangements Chair

Section Volunteer Position Description

General Description

Oversee arrangements for all regular meetings of the section and other special programs and conferences as assigned by the Section Leadership Committee (SLC) or other committee chairs.

Term

One year. January 1 to December 31 .

Specific Duties and Responsibilities

- Work with SLC to set goals/metrics to support the section's management process as they relate to events arrangements.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for events arrangements.
- Arrange all meeting facilities including hotel, seating, room size, etc.
- Establish menu, negotiate fees, provide newsletter editor with location and menu information, and arrange for speaker equipment.
- Submit budget to treasurer for fiscal year.
- Attend SLC and general membership meetings.
- [Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.](#)

Qualifications

- Must be an ASQ member in good standing.
- Strong organization, communication, and negotiation skills.

Time Commitment

Approximately 2 – 3 hours per month (outside of section and executive committee meetings).

Resources

The following resources, and others, can be found on the Member Leader Community of Practice Web site.

[Collaboration](#)

- Process Guides (Co-sponsorships, Joint Ventures, and MOUs)
- Events Planning information

The following resources can be found on www.asq.org. Sign in as a member.

- Society Policies and Procedures (A20: Conference Scheduling Policy; G41: Society Involvement with Other Organizations and Use of Logo; G42: Joint Activities of Society and Member Units)
- Member Leader Community of Practice Web site. (SharePoint site index, membership lists, , find a member leader)