



The Global Voice of Quality™

Member Leader Position Description

Vice Chair: Division/Section PAR Chair

General	
<p>In a Member Unit (MU) that does not use a chair-elect system, the vice chair is the second in command after the chair. If there are multiple vice chairs, their responsibilities and succession order shall be established by the member unit leadership committee and documented in division/section policy and position descriptions.</p>	
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"> ○ Division Management Agreement (DMA) ○ LMC Governance Plan ○ Section Operating Agreement (SOA) • 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"> ○ Division Management Agreement ○ LMC Governance Plan ○ Section Operating Agreement • Participate in ongoing communication with ASQ HQ • 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>: vice chair should assume the duties of PAR chair within the member unit to ensure that minimum requirements are met and business planning occurs.



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Specific Duties & Responsibilities (cont'd)	
Division unique	<ul style="list-style-type: none"> • Call appropriate special meetings of the division 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, <ul style="list-style-type: none"> • Assist in the preparation of, and submits the 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 vice chair 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. <p><i>It is recommended sections review the Performance and Award Recognition (PAR) criteria for guidance when developing budgets, plans, and section goals.</i></p>



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PAR Chair

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• Preferably have experience serving as chair-elect or vice chair• 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
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). <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>	