



The Global Voice of Quality™

Member Leader Position Description

Education Chair: Division/Section

Division/Section General	
Plans and implements educational programs for the Division/Section such as conferences and/or special seminars.	
Term	
Common	One year. January 1 to December 31
Specific Duties & Responsibilities	
Common	<ul style="list-style-type: none"> • Work with Division (DLC)/Section (SLC) Leadership Committee to set goals/metrics to support the Division/Section governance plan as they relate to education. • Communicate/report to the member unit leadership activities performed, status of performance against goals/metric set, etc. for education. • Create and implement plan to address educational issues of the Division/Section, or enhance previous Education Chair's plan. • Arrange and determine format, presenters, resources, objectives, teaching methods and materials for educational events. • Prepare MOUs for any co-sponsored educational programs and obtain approval from ASQ headquarters • Evaluate results from all educational events and present to DLC/SLC Leadership Committee. • Inform Division/Section members of courses offered by ASQ Headquarters. • Attend DLC/SLC and regular Member Unit meetings (i.e. Division/Section). • Uphold Society Bylaws, Policies and Procedures, conflict of interest agreement, and Member Unit operating agreements (i.e. Division Management Agreement (DMA), Section Operating Agreement (SOA)) • Work with Division/Section Recertification chair to determine certification course needs of the Division/Section. • Share certification exam results with Certification chair, Division/Section (if applicable) chair and other interested volunteers.
Qualifications	
Common	<ul style="list-style-type: none"> • Must be a Full, Senior, or Fellow ASQ member in good standing • Must be willing to provide contact information for Society and Member Unit (Division/Section) business purposes • Must have basic knowledge of society bylaws, policies, and procedures, and Member Unit (Division/Section) operations. • Preferably will have strong writing and organizational skills • Should possess excellent communication skills and the ability to develop relationships with others.
Qualifications cont'd	
Section unique	<ul style="list-style-type: none"> • Preferably will have been a participant in section leadership committee activities.
Division unique	<ul style="list-style-type: none"> • Preferably will have been a participant in division committee activities.
Time Commitment	



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Approx three to five hours per month (outside leadership committee meetings).

Resources

- <http://asq.org/member-leader-community/index.html>
- The following resources can be found on www.asq.org. (Login required)
 - ASQ Bylaws, Policies & Procedures
 - Policy G-41 Society Involvement with Other Organizations and the Use of ASQ's Logo
 - Policy G-42 Joint Activities of Society and Member Units
 - Division Management Agreement (DMA) / Division Minimum Requirements
 - Section Operating Agreement / Section Minimum Requirements

The following resources, and others, can be found in the Resources section of the Member Leader Community of Practice Web Site at

<http://asq.org/member-leader-community/resources/reports/index.html>

- Co-Sponsorships, Joint Ventures, and MOUs
- Hiring an Independent Contractor
- SharePoint site index, membership lists, find a member leader

Training

Suggested Member Leader position related training provided by ASQ.

- Member Leader Community of Practice
- Governance

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.