



Section Programs Chair

Member Leader Position Description

Term

One year: January 1 to December 31.

Specific Duties and Responsibilities

- Work with section leadership committee to set goals/metrics to support the section's management process as they relate to programs and activities development.
- Communicate/report to the section committee activities performed, status of performance against goals/metric set, etc. for section program and activities development.
- Determine focus of section events and programs.
- Solicit speakers to match topics.
- Work with arrangements chair, if applicable, to coordinate speaker needs.
- Work with newsletter editor to publish events in a timely manner.
- Attend section leadership council meetings and general membership meetings.
- [Uphold society bylaws, policies and procedures, and section operating agreement.](#)

Qualifications

- Must be an ASQ member in good standing.
- Should possess strong organization, delegation, and communication skills.
- Preferably will have understanding of needs assessment tools.
- Preferably will have some event planning experience.

Time Commitment

Approximately three hours per month (outside of member unit and executive committee meetings).