Division Chair

Member Leader Position Description

Term
One year or two years, as defined in the division's Division Management Agreement January 1 to December 31.

Specific Duties and Responsibilities

- Preside at all annual and special meetings of the division and all meetings of the Division Council.
- Call appropriate special meetings of the division and division council.
- Is ex-officio member of all division committees.
- Ensure that the ASQ Code of Ethics is followed within the division.
- Assist with the preparation of, and submits, the division annual report.
- Conduct correspondence, and has custody of all papers associated with the duties of the office.
- Exercise other powers and performs other division duties authorized or directed by the Division Management Agreement, division council, policies and procedures and ASQ bylaws.
- Designate a member of the division as program representative to the World Conference on Quality and Improvement in support of the Technical Program Committee. The chair may delegate this responsibility to the chair-elect or a vice chair if that person is expected to be division chair in the year of the WCQI.
- Submit periodic division reports to the society per procedure TCC and the TCC Key Dates Calendar.
- Represent the division at all scheduled TCC and group meetings. If necessary, appoint and empowers an appropriate alternate.
- Assist in the preparation of the yearly division operating budget.
- Guide strategic plan execution.

Qualifications

- Must be a Full, Senior, or Fellow member of the division and Society in good standing.
- Must have been duly installed as the division officer or in another position that normally ascends to the division chair position, as stipulated in the approved Division Management Agreement.

Time Commitment
Approximately six to eight hours per month (outside of division and executive committee meetings).