

Division Chair (LSW.00)

Name: William Dunwoody

Period: 2014-15

Task/Activity	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time	Min	Notes			
Office Duties													
Certification Validation Letters									PRN	RM.01.007			
Weekly													
Email Responses									PRN				
Monthly Tasks													
DMC/LC Agenda (1 week prior to mtg)		1 st							120	RM.01.001			
Member Database Upload	2 nd								30	RM.01.002			
New Member Welcome	2 nd								30	RM.01.003			
Chair' Progress Report		3 rd							120	RM.01.004			
Webmaster Invoice Review/Approval									30	RM.01.005			
eBlast (variable up to twice monthly)									60	RM.01.006			
Monthly Meetings													
DMC/LC Teleconference		2 nd						17:00	60	Jan, Mar, Jul, Sep, Nov			
Group 3			1 st					15:00	60	Share with OCC members			
Annual Tasks													
	J	F	M	A	M	J	J	A	S	O	N	D	
Annual Meeting - Logistics											X		RM.01.008
Annual Meeting - Presentation				X									
Business Plan & Budget (Treasurer, PAR)	D		R		R		R		R	X	R		RM.01.012
Create/Update Booth Handouts	LSS			WC					TCC				
Notification of Speaker Sponsorship Ops						X							RM.01.011
Print Exhibit Booth Handouts		LSS		WC					TCC				
Speakers Reception - Logistics											X		RM.01.009
Speakers Reception – Speaker Recruitment											X		
WCQI Exhibit Booth – Logistics											X		RM.01.010
Annual/Qtrly Bi-Annual Meetings													
	J	F	M	A	M	J	J	A	S	O	N	D	
HCD Annual Meeting					X								Sunday prior to WCQI
HDC Speakers Reception					X								Monday of WCQI
TCC Fall Meeting, Milwaukee											X		
TCC Spring Meeting, Phoenix		X											
X = Attend/Create/Develop D = Deploy R = Review WC = World Conference LSS = Lean 6 Sigma Conference TCC = Joint TCC Conference													
Projects/Committees													
	Details							Status		Notes			
Sustainability, Revenue, & Growth	OOC, Treasurer, TCPI Chair, TCPI National Project Director							Needs to be convened		Chair			
Auditing	Pierce Story									OOC Oversight			
Nominating	Joe Fortuna							During odd years		OOC Oversight			
Social Responsibility	Laura Kinney									OOC Oversight			
WCQI TPC	Carla Konzel									OOC Oversight			
PAR Task Group	Carla Konzel									OOC Oversight			
Historian	Bill Dunwoody									OOC Oversight			
Programs – WCQI Logistics	Graciela de Lujan Perez									OOC Oversight			
Programs – LSSC Logistics	Dan Rand									OOC Oversight			
Programs – TCC Logistics	Greg Gurican									OOC Oversight			
LED Liaison	Patricia; Morrill									OOC Oversight			
HDL Liaison	Brooks Carder									OOC Oversight			
QMD Liaison	TBD							Appointment Required		OOC Oversight			
TCPI Committee	Grace Duffy, Swami Reyes									Chair Oversight			
Strategic Planning	Traditionally at home location of current chair							During even years		RM.01.013			