



POSITION DESCRIPTION

Subject: Division Chair
Reports To: DMC, TCC, ASQ Board
Date: 1/1/2014

Number: PD.01

Position Description The Division Chair functions as the Chief Executive Officer of the Division. Supports the Mission, Vision and Values of the American Society for Quality Healthcare Division. Serves the needs of the Division Management Committee in the management and leadership of the Division and provides support to members of the Leadership Council in fulfilling individual functions that provide value to the members of the Division and promote the improvement of healthcare systems Globally.

Term Two years - Jan 1 to Dec 31.

- Specific Duties and Responsibilities**
1. Presides at all annual and special meetings of the Division.
 2. Calls appropriate special meetings of the Division.
 3. Is an ex-officio member of all Division committees.
 4. Shall ensure that the ASQ Code of Ethics is followed within the Division.
 5. Assists with the preparation of, and submits, the Division Annual Report.
 6. Conducts correspondence, and has custody of all papers associated with the duties of the office.
 7. Exercises other powers and performs other Division duties authorized or directed by the Division Management Agreement, Division Management Committee, Division policies and procedures, the Technical Communities Council and ASQ bylaws.
 8. Designates a member of the Division as program representative to the World Conference on Quality and Improvement in support of the Technical Program Committee.
 9. Submits periodic Division reports to the Society per procedure "Technical Communities Council Reports" and the TCC Key Dates Calendar.
 10. Represents the Division at all scheduled Technical Communities Council and Group meetings. If necessary, appoints and empowers an appropriate alternate.
 11. Assists in the preparation of the yearly Division Operating Budget.
 12. Guides strategic plan execution.
 13. Other duties as may be assigned by the Division Management Committee, the Technical Communities Council, or ASQ.

- Qualifications**
1. Must be a regular member of the Division and Society in good standing.
 2. Must have been duly installed as the Chair Elect as stipulated in the approved Healthcare Division Management Agreement.

Time Commitment 3-5 hours per week

References LSW.01 Division Chair Leader Standard Work



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- RM.01.001 DMC/LC Teleconference Agenda
- RM.01.002 Membership List Upload
- RM.01.003 New Member Email
- RM.01.004 Healthcare Update – Chair’s Progress Report
- RM.01.005 Webmaster Invoice Approval
- RM.01.006 eBlast
- RM.01.007 Certification Validation Letters
- RM.01.008 Annual Meeting - Logistics
- RM.01.009 Speakers Reception – Logistics
- RM.01.010 WCQI Exhibit Booth – Logistics
- RM.01.011 Notification of Speaker Sponsorship Opportunities
- RM.01.012 Business Plan and Budget
- RM.01.013 Strategic Planning - Logistics
- Elect and Register Officers/Committees <http://asq.org/member-leader-community/key-tasks/officers-committees/index.html>
- Meetings and Collaboration <http://asq.org/member-leader-community/key-tasks/meeting-collaboration/index.html>
- Governing Documents <http://asq.org/about-asq/how-we-do/documents.html>
- Templates <http://asq.org/member-leader-community/resources/index.html>
- Reward and Recognition Items <http://asq.org/quality-press/search-results/index.html?page=category&category=53aaaReward+and+Recognition>
- Submit Event to ASQ Calendar http://asq.org/java_members/calendar/submitEvent.jsp