



# Arrangements Chair

## Section Volunteer Position Description

### General Description

Oversees arrangements for all regular meetings of the section and other special programs and conferences as assigned by the Section Leadership Committee or other committee chairs.

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

- Work with SLC to set goals/metrics to support the section's management process as they relate to events arrangements.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for events arrangements.
- Arrange all meeting facilities including hotel, seating, room size, etc.
- Establish menu, negotiate fees, provide newsletter editor with location and menu information, and arrange for speaker equipment.
- Submit budget to treasurer for fiscal year.
- Attend SLC and general membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

### Qualifications

- Must be an ASQ member in good standing.
- Strong organization, communication, and negotiation skills.

### Time Commitment

Approximately 2 – 3 hours per month (outside of section and executive committee meetings).

### Resources

The following resources, and others, can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

- Section Operating Guidelines (SOG 4: Co-sponsorships, Joint Ventures, and MOUs)
- Events Planning information

The following resources can be found on [www.asq.org](http://www.asq.org). Sign in as a member.

- Society Policies and Procedures (A20: Conference Scheduling Policy; G41: Society Involvement with Other Organizations and Use of Logo; G42: Joint Activities of Society and Member Units)
- ASQ Volunteer Area (SharePoint site index, membership lists, internet liaison access, online officer entry, find a volunteer)