



# Program Chair

## Section Volunteer Position Description

### General Description

Responsible for planning and implementing programs and activities of the section.

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

- Work with Section Executive Committee to set goals/metrics to support the Section's management process as they relate to section programs and activities development.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for section program and activities development.
- Ensure that section meetings and/or programs occur regularly.
- Determine focus of section meetings 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 executive committee meetings and general membership meetings.

### 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.
- Uphold ASQ and section bylaws and policies and procedures.

### Time Commitment

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

### Related Documents

- SOG-4 – Co-Sponsorships, Joint Ventures and MOUs  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/SOG4.htm>
- SOG-5 – Hiring an Independent Contractor  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/SOG5.htm>
- Conference Planning Kit  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Conference%20Planning%20Kit.pdf>
- Policy A-20 Conference Scheduling Policy  
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/A-20%20Conference%20Scheduling%20Policy.pdf>

