



# Publicity Chair

## Section Volunteer Position Description

### General Description

Ensure that section meetings and programs are publicized through a variety of media outlets reaching the membership and local community in a timely manner.

### 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 publicity.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for section publicity.
- Communicate all section events to:
  - Local newspapers
  - Local radio stations
  - Local television community calendars
  - Section newsletter
  - Section website
  - ASQ master calendar
  - Quality Progress
  - ASQwire (for larger conferences with a wide regional appeal expecting 200 or more attendees)
  - Quality Advocate
- Attend section executive committee meetings and regular membership meetings.
- Uphold ASQ and section bylaws and policies and procedures.

### Qualifications

- Must be an ASQ member in good standing.
- Should possess strong writing skills.
- Preferably will have some experience working with the media.

### Time Commitment

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

### Related Documents

- ASQ Media Relations information  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Working%20with%20the%20Media.pdf>

- ASQ Logos and Logo Guidelines  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Forms/ASQ%20Logos.htm>
- SOG-7 eGuidelines, including ASQ Policy G-7 Member Information Disclosure & Use  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/SOG7.htm>