



# Section Chair

## Member Leader Position Description

### Term

One year: January 1 to December 31.

### Specific Duties and Responsibilities

- Preside over all section leadership committee (SLC) and member meetings.
- Appoint all standing and additional committee chairs.
- Ensure that the section meets the minimum requirements as requested annually by the Section Affairs Council.
- Work with SLC to set goals/metrics to support the **section management process (QMP)**.
- Ensure that the SLC report on activities performed, status of performance against goals/metric set, etc.
- Participate in quarterly regional conference calls, or appoint other appropriate section member leaders.
- Along with SLC, develop section business plan and budget, including SLC and general membership meetings schedules. *It is recommended that sections review the **QMP manual** for guidance when developing budgets, plans, and section goals.*
- Call and attend all SLC meetings. The SLC is required to meet at least once per calendar quarter (in-person, teleconference, web conference, etc.) At the meeting, it is recommended that the following items, at a minimum, be covered:
  - Approval of the minutes of last meeting. Minutes are taken by the secretary.
  - Monthly and quarterly financial report from treasurer.
  - Status of any sponsored subsections or student branches.
  - Section business plan and status of section projects and activities, including committee reports.
- Submit and update the section officer and committee lists with **HQ via the online submission form**.
- Uphold society bylaws, policies and procedures, and section operating agreement.

### Qualifications

- Must be a Full, Senior, or Fellow **ASQ** member in good standing affiliated with the section.
- Preferably will have served as chair-elect or vice chair in the year immediately preceding the term as chair.
- Must have basic knowledge of society bylaws, policies, and procedures, and section operations.
- Preferably will have some prior experience in budgeting and business planning.
- Must be willing to provide contact information for Society and section business purposes.
- Must be willing to provide e-mail address to headquarters for communication.
- Must possess leadership, management and organizational skills.

**Time Commitment**

Approximately six to eight hours per month (outside of section and executive committee meetings).



# Section Secretary

## Member Leader Position Description

### Term

One year: January 1 to December 31.

### Specific Duties and Responsibilities

- Work with section leadership committee (SLC) to set goals/metrics to support the section's management process, as related to the documentation of section records and correspondence.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for the documentation of section records and correspondence.
- Ensure that meeting notices are provided to members in a timely manner.
- Attend all SLC and regular member meetings.
- Record all SLC meetings. Maintain careful and authentic records of the proceedings of all business meetings of the section. These are the legal records of the section. (Minutes can be stored on the [section's SharePoint site](#).)
- At each meeting, read the minutes of the previous meeting for approval. (An alternative is to provide the minutes of each meeting with the notice of the upcoming meeting and accept approvals or corrections at the meeting.)
- Provide minutes of any meeting to members upon request.
- Have available, at any meeting, copies of past minutes, the [section operating agreement](#) (SOA), and parliamentary reference (Robert's Rules of Order).
- Prepare agenda showing exact order of business to be conducted, including business carried over from any previous meeting.
- Update section policies and procedures from amendments captured in minutes; ensure that proper procedure is followed in any amendment process. Ensure alignment of section policies with [Society bylaws, policies and procedures](#), and the SOA. Maintain current copy of SOA as provided by ASQ Headquarters.
- Serve as primary correspondent for the section. Sign any documents representing official acts, orders or proceedings along with the section chair. Direct printing and mailing of notices, ballots and other information provided to members.
- All officers are responsible for submitting and updating the section officer and committee lists with headquarters.
- [Uphold Society Bylaws, Policies and Procedures, and SOA.](#)

### Qualifications

- Must be a Full, Senior or Fellow ASQ member in good standing affiliated with the section.
- Preferably will have been a participant in section committee activities.
- Preferably will have strong writing and word-processing skills.

- Must be willing to provide an e-mail address to ASQ Headquarters for communication.

**Time Commitment**

Approximately three to four hours per month (outside of section and executive committee meetings).





# Section Treasurer

## Member Leader Position Description

Oversee section funds. Maintain accurate section financial records. Report on financial condition of the section at times directed by the bylaws and policies and procedures.

### Term

One year: January 1 to December 31.

### Specific Duties and Responsibilities

- Work with section leadership committee (SLC) to set goals/metrics to support the section's management processes as they relate to section financial responsibilities.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for section financial responsibilities.
- Maintain the section finances; make and record deposits and retain custody of all funds belonging to the section; authorize dispensing of section funds for eligible expenses.
- Develop the section budget with the SLC; monitor the section budget and maintain accurate records of all receipts, bills, and disbursements.
- Maintain current financial records for any subsections and/or student branches sponsored by the section.
- Attend all SLC meetings and general membership meetings.
- Provide SLC with monthly and quarterly treasury reports. Submit the required quarterly report and internal controls questionnaire by April 30, July 31, and October 31.
- Submit quarterly financial reports to the society.
- U.S. SECTIONS ONLY: Submit the previous calendar year's information for the 1099 tax form to headquarters accounting department by January.
- Prepare section annual report, coordinate audit of the report and submit to the society by February 15. *Note: Due to the timing, the annual report submitted each year is for the previous treasurer's term. For this reason, it is essential to develop a succession plan and keep excellent records that can be passed on to the incoming treasurer. If possible, the previous treasurer may offer assistance to the current treasurer in the annual preparation of the financial report.*
- All officers are responsible for submitting and updating the section officer and committee lists with society headquarters via an online submission form.
- Uphold society bylaws, policies and procedures, and the section operating agreement.

### Qualifications

- Must be a Full, Senior, or Fellow Member in good standing.
- Preferably will have been a participant in section committee activities.
- Should have an understanding of budgeting and a basic understanding of accounting principles.

- Knowledge of financial/spreadsheet software helpful.
- Must be willing to provide an e-mail address to headquarters for communication.

**Time Commitment**

Approximately four to six hours per month (outside of section and executive committee meetings)