

ASQ STATISTICS DIVISION OPERATING MANUAL

AQC Statistics Division Session Manager Job Description

Title

Statistics Division Session Manager for the Annual Quality Congress (also known as the AQC technical Committee Rep; Division Session Mgr)

Purpose

To coordinate the Statistics Division – sponsored session at the Annual Quality Congress.

Term of Office

One year, beginning at the prior year's AQC.

Responsibilities

- Attend ASQ instruction session at previous year's AQC or participate in the August AQC Conference call.
- Develop the Statistics Division session topic, obtain the speakers, approve the papers/expanded abstracts for publication in the proceedings, and assure that presentation visuals meet AQC standards.
- Moderate the session or obtain a moderator for the session.
- Submit articles to the Division Newsletter for inclusion in the pre- and post- AQC issues describing the session.
- Invite the Session Speaker to add their name to the Division Speaker List.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Additional Activities (Desirable, not Mandatory)

- Work with Officers and Division Council on developing a topic for the session.
- Attend Division Council meetings at AQC and FTC.

Qualifications

- Must be a member of ASQ (Senior member preferred, but not necessary)
- Good writing skills
- Good organizational skills
- Time to fulfill the responsibilities

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Resources Available

- Training session at AQC
- Guidelines from ASQ
- Timetable from ASQ
- STAT Operating Manual
- GTC Key Dates Calendar

Checklist/Timetable

May	Attend the training session at prior years' AQC
Early August	Due date for Section #1 (desired length of session) on session information form to ASQ
Late October	Due date for Section # 2 (session topic, session title, session description and speaker information) on the session information form to ASQ
Early January	Collect paper or extended outline from division topic session speakers.
March	If presentation will be published in AQC Proceedings, paper needs to be submitted to AQC Technical Program Committee.
April	If presentation will not be published in the AQC Proceedings, a paper must still be submitted to the TPC (and division Chair for McDermond logbook).
May	Moderate the session at the AQC
June	Request Session speaker to submit his/her name to the Division Speaker's List (see Membership Chair)

Election/Appointment Mechanism

Appointed by Chair-Elect, with consensus of the Division Officers, fourteen months in advance of the Congress (by December 15).