

ASQ STATISTICS DIVISION OPERATING MANUAL

AQC Topic Session Manager Job Description

Title

Topic Session Manager for the Annual Quality Congress

Purpose

To manage the development and presentation of a topic session at the Annual Quality Congress, usually working with a speaker pre-selected by the AQC Technical Program Committee.

Term of Office

Fifteen months prior to the AQC.

Responsibilities

- Attend the training session at the previous AQC or participate in August conference call.
- Develop a session using selected papers provided by the review process.
- Coordinate the presentations by working with speakers through ASQ-provided conference calls.
- Approve final papers for publication and assure that the presentation visuals meet the AQC standards.
- Moderate the topic session at the AQC.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Additional Activities (Desirable, not Mandatory)

- Attend Division Council meetings.

Qualifications

- Must be a member of ASQ.
- Good writing and editing skills.
- Good organization skills.
- Strong presentation skills.
- Time between October and May to fulfill the responsibilities
- Ability to attend the AQC.

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Resources Available

- Training session at AQC
- Guidelines from ASQ
- Timetable from ASQ

Checklist/Timetable

May	Attend the training session at prior year's AQC.
Mid-Oct. -Nov.	Provide ASQ with session title, session description and confirmed speakers names.
Early Nov.	Summarize and forward reviewer comments to selected speakers
November	Send details about topic session (session title, session description, and confirmed speaker names) to ASQC.
March	Review presentation visuals
May	Moderate the session at AQC.

Election/Appointment Mechanism

Appointed by Chair-Elect, with consensus of the Division Officers, fifteen months in advance of the Congress (by February).