

# ASQ STATISTICS DIVISION OPERATING MANUAL

## AQC Division Tutorial Chair Job Description

### **Title**

Division Short Course Chair 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**

Twelve 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 Statistics Division
- Good writing and editing skills.
- Good organization skills.
- Strong presentation skills.
- Time between July and May to fulfill the responsibilities
- Ability to attend the AQC.

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### **Presentation Requirements**

Tutorial presentations may be either full day or half-day sessions and should address the theme of the 57th AQC – Expanding Horizons. The following must be completed for consideration.

1. Session title
2. Industry focus i.e., manufacturing, healthcare, transactional services, transportation, financial, etc.
3. Level of content – entry (beginner), intermediate, advanced
4. Paragraph description of the session
5. Three to six learning objectives listed in bullet-point format. Be specific – the following is a sample:  
**After attending, participants will be able to**
  - Analyze the most effective strategy for project design
  - Interpret statistical results and determine most cost-effective means of implementation
  - Assess project impact across multiple operations
  - Communicate challenges and opportunities effectively to team members
6. Contact information of Presenter
  - a. Full name
  - b. Title
  - c. Company
  - d. Telephone number
  - e. Fax number
  - f. Email address
7. Short (50 words or less) statement of relation of this topic to quality profession and development
8. Written approval and support of the Division leadership
9. Cost to attend: the Division must offer an ASQ/AQP member discount

Proposals are due to Dale R. Tuttle, [dtuttle@asq.org](mailto:dtuttle@asq.org) not later than September 1. Please contact Dale with any question. Selections will be made by October 1 after review by the Technical Program Committee. Divisions will be charged the direct costs associated with the tutorial such as room rent, AV support, food and beverage, and other related costs. All arrangements must be made directly with ASQ Education Development and ASQ Education Services Department. Divisions will be responsible for contracting and paying the instructor. A split of net revenue between the Division and ASQ will be negotiated upon selection by the TPC.