

ASQ STATISTICS DIVISION OPERATING MANUAL

Awards Committee Chair Job Description

Title

Statistics Division Awards Chair

Purpose

To provide overall coordination for all recognition and awards activities within the Division.

Term of Office

The term of office is one year, July through June.

Responsibilities

- Work with and be a resource to the Statistics Division Examining Chair in carrying out the responsibilities of that position.
- Work with and be a resource to the William G. Hunter Award Chair in carrying out the responsibilities of that position.
- Work with and be a resource to the Ellis R. Ott Scholarship Award Chair in carrying out the responsibilities of that position.
- Under the direction of the Division Chair and Officers, administer any other awards, such as student scholarships for attending the Gordon Research Conference and the Fall Technical Conference.
- Recommend to the Division Officers candidates for Testimonial Awards, and, upon the Officers' concurrence, file the necessary paperwork with the ASQ Awards Board.
- Attend Division Council meetings and provide an overall Awards report for the minutes. Reports from the Examining Chair, Hunter Award Chair, and Ott Scholarship Chair may be attachments to this overall report, or the information may be incorporated into a single report.
- Attend Division strategic and tactical planning meetings.
- At the end of the term of office, improve the job description and submit to the incoming Chair-Elect.

Additional Activities

- Assist the Division Chair in service awards or other suitable recognition for Statistics Division volunteers.
- Assist the Chair-Elect or Past Chair in recognizing the efforts of the Division Chair at the end of that Chair's tenure.

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Qualifications

- Must be a past Chair of the Division of equivalent, in terms of knowledge of Division infrastructure and volunteer activities.

Resources Available

- ASQ Policies and Procedures G-7 on “Testimonial Award Program.”
- Job descriptions for Examining Chair, Hunter Award Chair, and Ellis Ott Scholarship Chair.

Checklist/Timetable

- By October, recommend candidates for Testimonial Awards to the Division Officers.
- By February, assuming Division Officers concurrence with recommended candidates, file the necessary paperwork (in G-7) with ASQ Headquarters for Testimonial Awards.
- By June, improve the job description and submit the incoming Chair-Elect.

Election/Appointment Mechanism

The Awards Chair is appointed by the Chair, with consensus of the Division Officers.