

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Statistics Division Chair Job Description

### **Title**

Statistics Division Chair

### **Purpose**

The Chair is one of the four officers of the Division (together with the Chair-Elect, Secretary, and Treasurer). The Chair will have served as a Committee Chair, Secretary, or Treasurer, and as the Chair-Elect. The primary purpose of the Chair is to coordinate the diverse activities of the Division. The Chair must ensure these activities are supportive of the Division Vision, Mission, Principles, and Strategy. A secondary purpose of the Chair is to lead the annual tactical and operational planning process, and assist the Chair-Elect in the long term planning of the Division. The Chair is the key leader, responsible for optimization of the Division operations.

### **Term of Office**

The term of the Chair is one year, July 1 to June 30. The previous year's Chair-Elect will assume the role of Chair, subject to election, as discussed under Election/Appointment Mechanism.

### **Responsibilities**

- With input from the other officers and recent Past Chairs, determine the need for long range planning. Usually conducted every three years. Organize and lead this work as needed.
- Organize and lead planning to develop annual tactics to implement the Strategy. The Chair has overall accountability for the tactical planning system, Section 4.5.
- Monitor Division activities to ensure integration and alignment with the Vision, Mission, Principles, and Strategy.
- Ensure that the Division Management Systems are functioning properly.
- Ensure that the Division leadership is a benchmark for ASQ divisions.
- Serve as key Division contact to the Auditing, Examining, and Awards Committees.
- Call and chair the Division Council Meeting at the Fall Technical Conference (FTC), and Annual Quality Congress (AQC).
- Call and chair the Tactical Planning Meeting at the Fall Technical Conference.
- Call and chair the Open Business Members' Meeting at AQC.
- Work with the Chair-Elect in order to develop his/her capability to lead the Division in the following year.
- Submit quarterly reports to ASQ Headquarters and the General Technical Council (GTC), per the GTC Key Dates Calendar.
- Attend GTC meetings in November (Milwaukee) and in May at AQC. If unable to attend, find a replacement.
- Participate in monthly GTC Conference Call with other Group 2 Division representatives.
- Lead monthly Division Conference Call with other Statistics Division officers.
- Submit items for publication in Division Newsletter, as required in Attachment 1 of Newsletter Editor's job description (Section 3.15).
- Responsible for the McDermond Division Management Recognition Program.

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Statistics Division Chair Job Description

### Responsibilities (Continued)

- Notify Youden Speaker before FTC that he/she needs to send the Newsletter Editor a copy of his/her talk by November 15 for inclusion in the post-FTC Newsletter.
- Announce and introduce the Hunter Award winner at FTC, present his/her plaque.
- Introduce the Youden Speaker at FTC; present the Youden Speaker's gift.
- Send "thank you" letters to Youden Speaker, Hunter Award winner and Short Course speakers after FTC.
- Reserve a Division hospitality suite, plus Council and Tactical Planning meeting rooms for AQC.
- Assist Chair-Elect in leading the AQC Tactical Planning session.
- Copy Chair-Elect, Secretary, and Treasurer on all Statistics Division correspondence.
- Update the Division's "Balanced Scorecard" for post-FTC and post-AQC Newsletters.
- All Statistics Division Officers are expected to register for and attend the FTC.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect

### Additional Activities (Desirable, not Mandatory)

- Provide a focal point for interactions outside the Division, e.g., ASQ Headquarters, ASA, C&PID.
- Host the Division membership in the hospitality suite during the AQC.
- Proactively foster teamwork and camaraderie among the Officers and as many Council members as possible.
- Attend Division infrastructure meeting --see Infrastructure Renewal System (Section 4.1).

### Qualifications

- Must be a member of the Statistics Division of ASQ.
- Must have previously served as Chair-Elect
- Must be able to commit to stated Chair responsibilities and to the Immediate Past Chair's responsibilities for the following year.

### Resources Available

- ASQ Society Management Handbook.
- ASQ GTC Position Guide PG-006
- Statistics Division Operating Manual.
- Statistics Division By-Laws.
- Statistics Division Past Chairs.

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Statistics Division Chair Job Description

### Checklist/Timetable

- Determine need for long range planning (July).
- Organize fall tactical planning (August).
- Secure necessary Council and Tactical Planning meeting rooms for FTC (September).
- Call and chair Council Meeting at FTC (October).
- Lead the tactical planning meeting at FTC (October).
- Submit GTC report, and attend meeting if possible (November).
- Call and chair Council and Annual Open Members' Meetings at AQC (May).
- Submit GTC report; attend meeting if possible (May).
- Submit Chair's message to Newsletter Editor quarterly, according to publication schedule (see App).
- Schedule and lead monthly Officers' conference call.
- Submit the McDermond Logbook (July 31 – as Past Chair).
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.
- At the end of term of office, review roles and responsibilities with the incoming Chair.

### Election/Appointment Mechanism

The Division will nominate the Chair-Elect for the office of Chair for the following year. ASQ Headquarters will hold an annual Spring election at which time the Division members have the opportunity to vote for this candidate or write in another. The candidate receiving the most votes becomes Chair July 1 of that year.

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Statistics Division Chair Job Description

Statistics Division Table of Activities

	Past Chair	Chair	Chair Elect	Secretary	Treasurer	Member. Chair	Comm. Chairs
<b>July</b>							
Participate in GTC Group 2 conference call		●					
Submit McDermond logbook by the 30th	●						
Submit Annual Report to GTC by the 23rd		●		●			
Submit McDermond application by August 1		●					
Appoint FTC representatives by the 15th			●				
Determine the need for an LRP Meeting	●	●					
Organize STAT conference call		●					
Participate in STAT conference call	●	●	●	●	●	●	
<b>August</b>							
Participate in GTC Group 2 conference call		●	●				
Submit McDermond application by the 1st		●					
Write Outgoing Chair's Message by the 15th	●						
Write Incoming Chair's message by the 15 <sup>th</sup>		●					
Organize STAT conference call		●					
Participate in STAT conference call	●	●	●	●	●	●	
<b>September</b>							
Participate in GTC Group 2 conference call		●	●				
Prepare agenda for FTC's Council Meeting		●					
Prepare agenda for FTC's Tactical Planning		●					
Organize STAT conference call		●					
Participate in STAT conference call	●	●	●	●	●	●	
<b>October</b>							
Participate in GTC Group 2 conference call		●	●				
Submit 1st Quarter GTC report by the 15th		●					
Chair FTC Council Meeting		●					
Attend FTC Council Meeting	●	●	●	●	●	●	●
Attend FTC	●	●	●	●	●		
Chair Youden Address/Hunter Award Session		●					
Chair FTC Infrastructure Renewal Meeting	●						
Attend FTC Infrastructure Renewal Meeting	●	●	●	●	●		
Chair FTC Tactical Planning Meeting		●					
Attend FTC Tactical Planning Meeting	●	●	●	●	●	●	●
Update Balanced Scorecard		●					
<b>November</b>							
Attend GTC Meeting in Milwaukee		●	●				

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Statistics Division Chair Job Description Statistics Division Table of Activities

	Past Chair	Chair	Chair Elect	Secretary	Treasurer	Member. Chair	Comm. Chairs
Write Chair's Message by the 15th		●					
Submit FTC Council Meeting minutes to GTC				●			
Organize STAT conference call		●					
Participate in STAT conference call	●	●	●	●	●	●	
<b>December</b>							
Participate in GTC Group 2 conference call		●	●				
Submit candidates for office by January 2	●	●					
Appoint AQC representatives by the 15th			●				
Prepare LRP Meeting agenda, if held		●					
Organize STAT conference call		●					
Participate in STAT conference call	●	●	●	●	●	●	
<b>January</b>							
Participate in GTC Group 2 conference call		●	●				
Submit candidates for office by the 2nd	●	●					
Submit 2nd Quarter GTC report by the 15th		●					
Chair LRP Meeting, if held		●					
Attend LRP meeting, if held	●	●	●	●	●	●	●
Confirm Youden Address Speaker			●				
Organize STAT conference call		●					
Participate in STAT conference call	●	●	●	●	●	●	
<b>February</b>							
Participate in GTC Group 2 conference call		●	●				
Organize STAT conference call		●					
Participate in STAT conference call	●	●	●	●	●	●	

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Statistics Division Chair Job Description

Statistics Division Table of Activities

	Past Chair	Chair	Chair Elect	Secretary	Treasurer	Member. Chair	Comm. Chairs
<b>March</b>							
Participate in GTC Group 2 conference call		●	●				
Update Job Descriptions by April 1	●	●	●	●	●	●	●
Organize STAT conference call		●					
Participate in STAT conference call	●	●	●	●	●	●	
<b>April</b>							
Participate in GTC Group 2 conference call		●	●				
Submit 3rd Quarter Report to GTC by the 15th		●					
Update Job Descriptions by the 1st	●	●	●	●	●	●	●
Prepare AQC Council Meeting agenda		●					
Prepare AQC Tactical Planning agenda			●				
Submit budgets to Treasurer by May 1	●	●	●	●	●	●	●
Update Sections 3-7 of the Operating Manual			●				
Organize STAT conference call		●					
Participate in STAT conference call	●	●	●	●	●	●	
<b>May</b>							
Prepare next year's Operating Budget by AQC			●		●		
Attend GTC Meeting at AQC		●	●	*	*		
Attend ASQ Annual Business Meeting	●	●					
Attend Division Treasurers' Meeting at AQC					●		
Submit Operating Budget to GTC by June 1			●		●		
Submit Committee Chairs to GTC by June 1			●				
Submit budgets to Treasurer by the 1st	●	●	●	●	●	●	●
Update Sections 3-7 of Operating Manual			●				
Chair AQC Tactical Planning Meeting			●				
Attend AQC Tactical Planning Meeting	●	●	●	●	●	●	●
Chair AQC Council Meeting		●					
Attend AQC Council Meeting	●	●	●	●	●	●	●
-- Approve next year's Operating Budget							
Chair the division Annual Business Meeting		●					
Attend Annual Business Meeting	●	●	●	●	●	●	●
Chair AQC Infrastructure Renewal Meeting	●						
Attend AQC Infrastructure Renewal Meeting	●	●	●	●	●		
Update Balanced Scorecard		●					

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Statistics Division Chair Job Description

Statistics Division Table of Activities

	Past Chair	Chair	Chair Elect	Secretary	Treasurer	Member. Chair	Comm. Chairs
<b>June</b>							
Participate in GTC Group 2 conference call		●	●				
Submit Operating Budget to GTC by the 1st			●		●		
Submit Committee Chairs to GTC by the 1st			●				
Prepare Annual Evaluation by the 31st			●				
Submit Council Meeting minutes to GTC				●			
Update Sections 1-2 of the Operating Manual			●				
Organize STAT conference call		●					
Participate in STAT conference call	●	●	●	●	●	●	

Statistics Division Balanced Scorecard						
Strategic Measures \ Time Period	Label	May-00	Oct-00	May-01	Oct-01	Goal
		Percent	Percent	Percent	Percent	
Effective Leadership (survey)	Leadership	83				100%
Volunteer Satisfaction (survey)	Volunteer Satisfaction	89				100%
*Number of Filled Positions	# Filled positions	80				100%
**Number of New Products	# New Products	100				1 new/Year
***Number of New Short Courses, Conferences	# Courses	75				1 new/Year
****Member retention	Retention	85				100%
*****Percent New Members	New Members	107				20%
Member Satisfaction (survey)	Member Satisfaction	93				100%
<b>Composite</b>						

- \* Official positions listed on the Statistics Division organizational chart (does not include tactical team members): 40 positions + 15 RCs
- \*\* Publications beyond the 3 regular Newsletters and Special Publication
- \*\*\* Beyond the traditional 1 pre-AQC tutorial and 2- FTC short courses
- \*\*\*\* (Regular Member Total minus New minus Quit) divided by Regular Total
- \*\*\*\*\* Number of New regular members divided into number of Regular members.

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Statistics Division Chair Job Description

