

ASQ STATISTICS DIVISION OPERATING MANUAL

Statistics Division Chair-Elect Job Description

Title

Statistics Division Chair-Elect

Purpose

The Chair-Elect is one of the four officers of the Division (together with the Secretary, Treasurer, and Chair). The key purpose of the position of Chair-Elect is to lead the long-range planning process and coach the tactical plan leaders for success to prepare this person for his/her future duties as Chair. A secondary purpose is to provide experienced input to the Officers and Division Council.

Term of Office

The term of the Chair-Elect is one fiscal year, July 1 - June 30.

Responsibilities

- Work closely with the Chair throughout the year to gain understanding of that position's duties.
- Attend the Division Council meeting and Tactical Planning session at the Fall Technical Conference in October and the Annual Quality Congress in May.
- Call and Chair the AQC Tactical Planning meeting.
- All Statistics Division officers are expected to register for and attend the FTC.
- Obtain a Division-sponsored Session Manager and a Short Course Chair for the Annual Quality Congress for the following year.
- Provide ASQ with upto 2 Topic Session Manager candidates and 6 Technical Paper Reviewers for the Annual Quality Congress for the following year.
- Obtain a Program Rep for the Fall Technical Conference for the following year or two years (depending on the FTC Program Committee rotation --See current FTC Co-Sponsorship Agreement).
- Obtain a Short Course Chair for the Fall Technical Conference for the following year.
- Fill-in for the Chair in any duties the Chair is unable to fulfill.
- Head the Financial Request Committee.
- Chair the Strategic Planning Committee
 - (Long-Range Planning is conducted every 3 years: 1991, 1994, 1997, 2000).
 - (Chair-elect leads the LRP committee if conducted during the AQC; division Chair leads the LRP if conducted during the FTC)
- Chair the Program Committee.
- Serve as the key contact for the Publications and Education Committees.
- Update and publish the Division Operating Manual as soon as possible following the beginning of the new ASQ fiscal year, after ASQ contacts information is updated.
- Overall accountability for the Division Annual Evaluation, which must be submitted by July 1.
- Attend GTC meeting in November (Milwaukee) and in May at the AQC, beginning with the May meeting prior to holding office.
- Copy the Chair, Secretary, and Treasurer on all Statistics Division correspondence.
- Participate in monthly GTC Conference Call with Group 2 Division representatives.

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- Select the Youden Speaker based on recommendation from the Youden Selection Committee (Past Chairs of STAT, CPID, and SPES) of the FTC Program Committee. Write a letter to the nominee, and ask him/her to send a biography and abstract to use in the following FTC when you are 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 incoming Chair-Elect.

Additional Activities (Desirable, not Mandatory)

- Obtain and present a gift for the outgoing Chair; present at the AQC Council meeting. (\$250).
- Work with Officers and Division Council on division planning.
- Accept temporary assignments at the direction of the Chair. Examples would be representing the Statistics Division in interactions with ASQ Headquarters, finding candidates for vacant council positions, networking with other divisions or societies, or organizing long-range planning meetings.
- Attend division infrastructure meeting --see Infrastructure Renewal System (Section 4.1).
- Coordinate conference calls with Tactical Plan Leaders to review project status.

Qualifications

- Must be a member of the Statistics Division of ASQ.
- Must have previously served as Secretary, Treasurer, or Committee Chair.
- Must be able to commit to stated responsibilities, and to Chair's responsibilities for the following year.

Resources Available

- ASQ Society Management Handbook.
- ASQ Position Guide PG-007.
- General Technical Conference Key Dates Calendar.
- Statistics Division Operating Manual.
- Statistics Division Operational Planning Calendar.
- Statistics Division Chair.

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Checklist/Timetable

- As incoming Chair-Elect, contact all Council members (voting and non-voting) prior to the AQC to obtain updates to their respective job descriptions, Regional Councilor names, Society key contacts, tactical plan leader names, etc. Update Section 2 of the Operating Manual in early July and send to all Officers, Committee Chairs, and Regional Councilors before the FTC.
- Obtain FTC Program Rep (for year n+1) by June 1 of year n. [Example: by June 1, 1999 for 2000 FTC].
- Identify FTC Short Course chair (for year n+1) by end of FTC in year n. [Example: by mid-October 1999 for October 2000 FTC].
- Assist Chair with agenda for FTC Council Meeting and Tactical Planning Meeting.
- Attend Fall Technical Conference and FTC Council and Tactical Planning Meetings.
- Contact the Youden Speaker for the following years' FTC. (February). [Example: by February 1, 1999 for October 1999 FTC].
- Attend the GTC meeting in Milwaukee (November).
- Obtain technical paper reviewers and session managers for following year's AQC (by February 15). [Example: by February 15, 1999 for May 2000 AQC].
- Prepare Annual Division Evaluation Report prior to AQC. (May).
- Assist Chair with agenda for AQC Council Meeting, Tactical Planning Meeting and Annual Business Meeting. (April).
- Attend the GTC meeting at AQC. (May).
- Lead the Tactical Planning Meeting at AQC. (May).
- Attend Annual Quality Congress. (May).
- Assist at the Statistics Division booth at AQC (May).
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Election/Appointment Mechanism

ASQ 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 qualifying candidate receiving the most votes becomes Chair-Elect July 1 of that year.