

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Examining Chair Job Description

### **Title**

Statistics Division Examining Chair

### **Purpose**

To facilitate the recognition of Division members who are qualified to achieve Society recognition as a Senior Member, a Fellow, or other Division or Society Awards.

### **Term of Office**

The term of office is one year. There is no limit to the number of terms one can serve in this position.

### **Responsibilities**

- Encourage Members to apply for Senior Member status; approve qualified candidates' applications, and forward to the Society.
- With help and concurrence from the Division Officers, identify potential candidates to nominate for Fellow; help process their applications for such nomination.
- Identify and recommend to the STAT division Awards Chair worthy members for other Society awards, such as the ASQ Testimonial Award, the Shewhart Award, the E.J. Lancaster Award, the Edwards Medal, Ishikawa Medal, and the E.L. Grant Award.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

### **Additional Activities**

- Attend Division Council and planning meetings.

### **Qualifications**

- Member of the Statistics Division.
- At least grade of Senior Member; Fellow status preferable.

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### Resources Available

- Printout of Statistics Division Senior members (for at least five years) as candidates for Fellow.

### Checklist/Timetable

- July 1 - Fellow nominations due for current fiscal year
- August 31 - ASQ Testimonial Award nominations due
- October 1 - E.J. Lancaster Award submissions due
- November 1 - Edwards Medal submissions due
- November 1 - Ishikawa Medal nominations due
- December 1 - Shewhart Medal nominations due
- December 31 - E.L. Grant submission deadline
- February 14 - Submission deadline for Division awards to be announced at AQC Awards Luncheon
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

### Election/Appointment Mechanism

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