

ASQ STATISTICS DIVISION OPERATING MANUAL

FTC Statistics Division Program Committee Representative Job Description (Two - Year Term)

Title

Statistics Division Fall Technical Conference Program Representative, 2-year term.

Purpose

The Fall Technical Conference (FTC) provides a unique forum to present current and emerging quality technologies to a national audience of quality professionals. This 2-day conference is generally held on Thursday and Friday of the 3rd or 4th week of October.

The conference is jointly sponsored by the ASQ's Statistics Division (STAT), ASQ's Chemical & Process Industries Division (CPID), and the American Statistical Association's Section on Physical and Engineering Sciences (SPES). Joint sponsorship of the FTC is one of the Statistics Division's top 7 priorities. This priority was established by the Division Council during a long-term planning meeting held in February, 1989.

Term of Office

July 15 of the year preceding the first FTC the Program Representative is responsible for, through November 30 of year of the second FTC the Program Representative is responsible for.

Responsibilities

- Work on a 3-member FTC Program Committee to plan a 2-day technical program consisting of 3 parallel sessions on Statistics, Quality Control and Tutorial/Cases Studies. The Program Committee will be chaired by the SPES representative the second year.
- The Program Committee is responsible for filling the entire technical program in whatever manner they deem appropriate. This includes issuing a Call for Papers, inviting speakers and moderators (including an optional Plenary Session speaker), accepting or rejecting submitted papers, sending the technical program to the FTC Conference Committee for inclusion in the conference brochure, keeping in touch with speakers and moderators, preparing a collection of abstracts, and writing thank-you letters.
- The Program Representative should attend the FTC in both the year preceding and the year of the FTC the Program Representative is responsible for. Accepting or rejecting submitted papers may require a one-day committee meeting in February of year of the FTC.
- A timetable for the 1989 Program Committee is given in Attachment 1.
- Submit items for publication in Division Newsletter, as required in Attachment 1 of Newsletter Editor's job description (Section 3.8).
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

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FTC Statistics Division Program Committee Representative Job Description (Two - Year Term)

Qualifications

- Statistics Division member.
- General knowledge of current and emerging quality technologies and the interests of Statistics Division members.
- Ability to work with others.
- Time and financial resources to fulfill the responsibilities.

Resources Available

- The Program Committee Chair will be serving the 2nd year of a 2-year term; this is intended to provide the experience necessary to effectively lead the Program Committee. The Statistics Division Chair also provides a valuable resource (as does the CPID and SPES chairs).
- No financial resources are available to cover travel or other expenses.
- FTC Sponsorship Agreement.

Checklist/Timetable

See Attachment 1.

- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Election/Appointment Mechanism

The Program Representative is appointed by the Statistics Division Chair-Elect with consensus of the Division Officers by July 15 of the year preceding the FTC the Program Representative is responsible for.

ASQ STATISTICS DIVISION OPERATING MANUAL

FTC Statistics Division Program Committee Representative Job Description (One - Year Term)

Title

Statistics Division Fall Technical Conference Program Representative, 1-year term.

Purpose

The Fall Technical Conference (FTC) provides a unique forum to present current and emerging quality technologies to a national audience of quality professionals. This 2-day conference is generally held on Thursday and Friday of the 3rd or 4th week of October.

The conference is jointly sponsored by the ASQ Statistics Division (STAT), ASQ Chemical & Process Industries Divisions (C&PID), and the American Statistical Association's Section on Physical and Engineering Sciences (SPES). Joint sponsorship of the FTC is one of the Statistics Division's top 7 priorities. This priority was established by the Division Council during a long-term planning meeting held in February 1989.

Term of Office

July 15 of the year preceding through November 30 of year of the FTC the Program Representative is responsible for.

Responsibilities

- Work on a 3-member FTC Program Committee to plan a 2-day technical program consisting of 3 parallel sessions on Statistics, Quality Control and Tutorial/Cases Studies. The Program Committee will be chaired by the CPID representative. The Program Committee is responsible for filling the entire technical program in whatever manner they deem appropriate. This includes issuing a Call for Papers, inviting speakers and moderators (including an optional Plenary Session speaker), accepting or rejecting submitted papers, sending the technical program to the FTC Conference Committee for inclusion in the conference brochure, keeping in touch with speakers and moderators, preparing a collection of abstracts, and writing thank-you letters.
- The Program Representative should attend the FTC in both the year preceding and the year of the FTC the Program Representative is responsible for. Accepting or rejecting submitted papers may require a one-day committee meeting in February of year of the FTC. A timetable for the 1989 Program Committee is given in Attachment 1.
- Submit items for publication in Division Newsletter, as required in Attachment 1 of Newsletter Editor's job description (Section 3.8).
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ASQ STATISTICS DIVISION OPERATING MANUAL

FTC Statistics Division Program Committee Representative Job Description (One - Year Term)

Qualifications

- Statistics Division member.
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- Ability to work with others.
- Time and financial resources to fulfill the responsibilities.

Resources Available

- The Program Committee Chair will be serving the 2nd year of a 2-year term; this is intended to provide the experience necessary to effectively lead the Program Committee. The Statistics Division Chair also provides a valuable resource (as do the CPID and SPES chairs).
- FTC Sponsorship Agreement

Checklist/Timetable

See Attachment 1.

- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Election/Appointment Mechanism

The Program Representative is appointed by the Statistics Division Chair-Elect with consensus of the Division Officers by July 15 of the year preceding the FTC the Program Representative is responsible for.

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FTC Statistics Division Program Committee Representative Job Description

Attachment 1

FTC PROGRAM COMMITTEE TIMETABLE

YEAR PRECEDING CONFERENCE

Late July	Conference theme selected (by conference call.)
August	Call for Papers notice sent to Quality Progress, On Q, and Amstat News (for November and December issues). Also sent to ASQ Chemical & Process Industries and ASQ Statistics Divisions' newsletter editors (for Winter issues.) All have end of the month deadlines.
October-	Several hour meetings to plan for plenary session, Youden speaker candidate selection, invited papers and individual responsibilities discussed, procedure for paper evaluation reviewed, date set for follow up conference call if needed, date set for February program planning meeting. (Done in past at FTC or separate full day meeting.)
Late December	Invitation letter sent to Plenary Session speaker. Get info on short courses, JQT and Technometrics Session.

YEAR OF CONFERENCE

Early February	Full day Program Committee meeting. Submitted papers are accepted or rejected, and plans for obtaining moderators determined. Sessions titled, remaining duties assigned.
Late February	Draft program reviewed.
Early December	Acceptance letters for invited papers sent. Notification Early February of receipt of submitted papers sent.
Early March	Acceptance and rejection letters for submitted papers sent. Invite moderators. Speakers' letter and requests bio, final abstract and A/V requirements, and provides information about Speakers'/Moderators' Breakfast, expenses, good presentations and Shewell award. Copy of master to the FTC Arrangements Chair. Program sent to Chairmen (without moderator names.)
Early May	Have publicity chair send 30 copies of draft brochures to program chairs.
Late May- Early June	Confirmation letters sent to moderators. Discuss Speakers'/Moderators' Breakfast.

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FTC Statistics Division Program Committee Representative Job Description

Attachment 1 (continued)

FTC PROGRAM COMMITTEE TIMETABLE

Late May- Late June	Moderator names and minor corrections to program brochure sent to Publicity Chair.
Early August	Have publicity chair send 30 copies of draft brochures to program chairs. Submit copy of FTC Brochure and Speaker information to the Newsletter Editor.
Late August Early September	Registration letter sent to speakers and moderators. Speakers letter includes reply form and return envelope to register for Shewell award Moderators get speaker's bio info. Remind both of expense policy, need to register (include a brochure) and of the breakfast. Be sure to include invited papers, JQT and Technometrics sessions. Copy of master to the FTC Arrangements Chair
Early September	Abstract Package and Call for Papers (and speaker address list?) sent to Publicity Chair Remind Arrangement Chair of need for Speakers'/Moderators' continental breakfast (30 each morning.) Have this listed with other meetings. Prepare speaker evaluation forms.
Mid-October	Fall Technical Conference:
Early November Late November	Thank you letters sent to speakers and moderators. Thank you letter sent to Plenary Session speaker.
First draft 12/89, R. A. Lewis Last revised 10/91, G. C. Myers	