

ASQ STATISTICS DIVISION OPERATING MANUAL

Glossary Editor Job Description

Title

Glossary and Statistical Tables Editor

Purpose

The Glossary Editor heads up a team that reviews the current edition of the Glossary and Tables for Statistical Quality Control. This team will submit appropriate revisions when necessary to be incorporated into the next edition. The Editor works closely with Quality Press to insure that the periodic review cycle of five years is followed and that if no changes are to be made that a letter to that effect is sent to Quality Press. The Editor will insure that the Glossary is consistent with any International standards and that new materials will be added with the appropriate credits and permissions consistent with ASQ's Publishing Guidelines.

Term of Office

The initial term of office is three years.

Responsibilities

- Form team with a wide breadth of knowledge in the field of statistics.
- Distribute materials to all team members.
- Review current Glossary and Tables for appropriateness.
- Conduct meetings as appropriate for census building.
- Write reports to Statistics Division Officers and appropriate Quality Press personnel.
- Attend Statistics Division Council meetings.
- Revise the Glossary and Tables as necessary.
- Obtain copyright permissions as appropriate and necessary.
- Review ISO and ANSI standards, and other materials, periodically.
- At the end of the term of office, improve this job description and submit to the incoming Chair-elect.

Additional Activities (Desirable, not Mandatory)

- Participate in the activities of the Statistics Division Council.

Qualifications

- Must be a member of the Statistics Division.
- Must have experience as an author and reviewer of technical papers or publications.
- Must be able to commit time and resources to carry out the duties as described above.
- Member of ASQ's Standing Review Board (optional).

ASQ STATISTICS DIVISION OPERATING MANUAL

Glossary Editor Job Description

Resources Available

- ASQ Author Guidelines.
- ASQ Quality Press, especially its Acquisitions Editor and staff.
- Current version of ASQ's Glossary and Tables for Statistical Quality Control.
- Publications Committee

Checklist/Timetable

AQC - Attend Publications Committee Meeting

Election/Appointment/Renewal Mechanism

Appointed by the Statistics Division Publications Committee Chair with the consensus of the Division Officers.