

**DRAFT TACTICAL PLAN:
Become More Effective at the Local Level**

Purpose

To better meet the needs of our members. Not all of our members can participate in the AQC, FTC, or associated Short Courses. Some specific opportunities include:

- eliminate the Regional Councilor position
- create a liaison position to represent the Statistics Division at local Section meetings
- offer our table-top exhibit booth for presentation at Section meetings, conferences
- offer Short Courses, presentations, other Division products at local Section conferences
- network with ASA, ASQC divisions, and other professional societies to co-sponsor Short Courses, Workshops, and joint meetings
- contribute Division news, events, job openings to Section Newsletters
- provide Speakers List to industry, academe, gov't functions, etc.
- use Division website to publicize the Division, gather member and potential member input, conduct surveys, advertise events and activities.
- provide Section html hotlinks from our webpage
- coordinate periodic personalized telephone interviews by the Division Officers and Council members of our membership.
- identify members' needs via telephone interviews and surveys conducted at local Section meetings by the Section Chair (assisted by the Local Conference Chair; coordinated and supervised by the Membership Chair).

Resources Needed

1. ASA-STATS Short Course Liaison
2. Membership Chair
3. Speakers List
4. Electronic BB/Website Administrator
5. Local Conference Chair (new position- see attached Proposed Job Description)

Proposed Method/Timetable

Jan '97: Discuss this Tactical Plan, the proposed Job Description, and the proposed Division organizational structure at the Officers' monthly conference call. Seek go-ahead for formal vote at the AQC Council Meeting.

Feb '97: Contact existing RCs, explain the Tactical Plan, determine if any of them are interested in applying for the Local Conference Chair position or whether they are still interested in playing a smaller active role in the Division.

Mar '97: Develop an initial list of qualified candidates to fill the Local Conference Chair position

May '97: Present the Tactical Plan to Statistics Division Council at AQC for formal vote.

June '97: "Pilot" the Local Conference Chair position with several identified "key" ASQC Sections (criteria to be developed by the Membership Chair, Local Conf Chair, and at least one Division officer).

Evaluation Criteria

Acceptance by the Statistics Division Council

PROPOSAL

Statistics Division Local Conference Chair

Job Description

Title

Statistics Division Local Conference Chair

Purpose

To serve as liaison between the Statistics Division and the ASQC Sections, Committees.

Term of Office

One year each term, appointed by the Membership Committee Chair with approval of the Statistics Division Council; no limit on the number of terms an individual may serve.

Responsibilities

- Participate as an active, non-voting, member of the Statistics Division Council
- Attend meetings of the Division council, send a designated knowledgeable representative, and/or send a written report to the Membership Committee Chair prior to each Council meeting
- Contact Section Chairs at least once per year to determine the needs of Sections with respect to the Statistics Division
- Serve as primary Division contact for regional and local conferences, Short Courses, and Workshops (i.e. Rocky Mountain Quality Conference, etc.)
- Co-sponsor joint meetings with local Sections
- Maintain, update, and distribute/promote Statistics Division Speakers List
- Communicate Statistics Division activities, events, publications, offerings, and openings in Section Newsletters
- Coordinate the co-sponsorship of special Short Courses and Workshops beyond the AQC and FTC
- Assist the Section Chairs in administering the Statistics Division surveys of its members.

Additional Activities

- Assist in developing sectional or regional Short Courses, seminars, workshops; find the right instructor
- Recruit members to serve on the Statistics Division committees
- Recruit new speakers
- Establish liaison with Regional Directors
- Submit Section articles to the Statistics Division Newsletter, and Statistics Division articles to Section Newsletters
- Identify member needs via telephone interviews and surveys given at the local Section level by the Section Chair and assisted by the Local Conference Chair. These surveys will be coordinated and supervised by the Membership Chair.

PROPOSED

Statistics Division Local Conference Chair

Job Description

Qualifications

- Member of the Statistics Division
- Interest in statistics and networking with people
- Employer support (time and financial)

Resources

The Local Conference Chair reports to the Membership Committee Chair. Other resources include:

- Electronic Bulletin Board/ Website Administrator
- Speakers List
- Statistics Division Operating Manual
- ASQC Section Chairs
- ASQC Regional Directors