

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Membership Committee Chair Job Description

### **Title**

Statistics Division Membership Chair

### **Purpose**

The Membership Chair promotes and monitors Division membership, coordinates Society promotional activities with the Division, and serves as Regional Councilor Coordinator. As Regional Councilor Coordinator, the Membership Chair provides leadership to the Regional Councilors and Section Liaisons, who serve as liaisons between the Division leadership, its members, and ASQ Sections.

### **Term of Office**

The Division Secretary with the approval of the Council appoints the Membership Chair to a one-year term. There is no limit on the number of terms an individual can serve; a newly appointed Membership Chair should expect to serve at least two consecutive terms.

### **Responsibilities**

- **Serve as a member of the Statistics Division Council:**
  - Attend semiannual Council meetings, if possible.
  - Send a Membership report to the Division Chair prior to Council meetings.
  - Participate in monthly Officers' conference calls, as needed.
- **Promote and monitor Division membership:**
  - Maintain, prepare and staff the Division floor display booth at the AQC (Attachment 1).
  - Coordinate any special AQC display booth activities.
  - Provide membership enrollment forms and sample newsletters at the AQC and FTC.
  - Download membership data monthly from ASQNet, maintain off-line database for Division.
  - Report new members to Regional Councilors and Section Liaisons for personal follow-up.
  - Report membership numbers to the Newsletter Editor and Division Chair, quarterly.
  - Provide membership reports to the Council meetings: by Region, by Classification.
  - Summarize "New Member 'Welcome' Surveys" monthly and annual exit surveys to monitor customer satisfaction, and report at the AQC and FTC Council meetings.
  - Coordinate member retention and new member recruitment strategies.

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Membership Committee Chair Job Description

- **Coordinate Society promotional activities with the Division:**
  - Update the New Member “Welcome” letter and attachments (e.g. surveys) for ASQ's new-member mailings. The attachments should include a copy of the most recent Newsletter.
  - Attend and participate in ASQ's Annual Division Membership Chair meeting, usually held at the AQC.
  - Update the Division brochure/membership application as necessary.
  
- **Serve as Regional Councilor Coordinator.**
  - Inform RC's of decisions reached at Council and other meeting that affect the Regional Councilor or Section Liaison functions.
  - Provide the FTC and AQC Program Chairs, and FTC and AQC Short Course Chairs with copies of the Speakers' List Information Form (Section 7.11). Compile Speakers' List and send to ASQ for inclusion in their list. Send copy to division Chair for McDermond logbook.
  - Maintain and prepare the Division tabletop display, available to Section Liaisons for exhibit at Section meetings.
  - Help the RC's by supplying a Speakers' List, division brochures, copies of “How-To” booklets and other publications of the division, which will be useful to them in their work with the sections.
  - Maintain close contact with the RC's, assisting them as necessary in carrying out their responsibilities
  - Inform the Past Chair of any RC vacancies and assist in recruiting replacements.
  - Appoint, in coordination with RC, Section Liaisons as needed.
- Send list of new members to respective RC and Section Liaison for personal follow-up and nurturing.
  
- **Other responsibilities**
  - Serve as a member of the Financial Request Committee.
  - Answer brief statistics-related questions received by phone.
  - Update the Division Speakers' List.
  - At the end of the term of office, improve this job description and submit it to the incoming Chair Elect.
  - At the end of the term of office, provide one-on-one coaching to review with your successor his roles and responsibilities.
  
- **Additional Activities (Desirable, not Mandatory)**
  - Participate in Long-Range Planning for the Division by contributing ideas via letter and/or attending planning meetings.
  - After seeking input from the Council, procure Division promotional material for the AQC display booth.

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### • **Qualifications**

- Member of Statistics Division.
- Good verbal and written communication skills.
- Interest in networking with people.
- Willingness to devote personal time.
- Must own, or have regular access to, a PC with modem to download membership totals from ASQ.

### **Checklist/Timetable**

- |   |  |
|---|--|
| • Seek input from the Council on ideas for promotional items for the AQC display booth at least 30 days prior to the AQC. | Generally conducted at the FTC or LRP meeting. |
| • Obtain extra copies of the latest Newsletter from the printer for booth   | Quarterly                                      |
| • Download membership listing from ASQ On-Line  | Monthly  |
| • Send list of new members to section liaisons  | Monthly  |
| • Select survey sample, address envelopes and return envelopes, mail out Member Needs Survey.                             | Quarterly                                      |
| • Analyze survey data, publish report in Newsletter; feed results into Division tactical planning process.                | Semi-annual                                    |
| • Download "Unpaid" listing from ASQ On-Line.   | November                                       |
| • Select sample from "Unpaid" for the exit surveys.   | December                                       |
| • Write report for Newsletter to encourage renewals   | December                                       |
| • Report exit survey results to the Council.  | AQC  |
| • Schedule, coordinate, and lead Regional Councilor conference calls  | Quarterly                                      |
| • Collect Regional Councilor <u>Annual Reports</u> .  | March 31                                       |
| • Membership reports to Chair and Newsletter Editor   | Section 3.2 table                              |
| • Update Speakers' List with recent AQC and FTC session speakers  | Semi-annually                                  |

### **Election/Appointment Mechanism**

The Membership Chair is appointed by the Division Secretary with the approval of the Officers, and is a voting member of the Division Council.

ASQ STATISTICS DIVISION  
OPERATING MANUAL

Membership Committee Chair  
Job Description

**Attachment 1 -- Checklist for AQC Booth Activity**

Activity

Date

1. Rent booth space (2 - 10'x 10') for the following year's AQC:  
Sept.
  - Receive Exhibitor Prospectus in Aug-Sept.
  - Complete the enclosed contract, specifying the Membership Chair as the Division "contact".
  - Mail contract to Division Treasurer for payment of rental fee.
  
2. Decide on a booth "activity" to be conducted at the AQC.  
Dec.
  - Usually decided upon at the FTC or during Officer's conference calls.
  
3. Order necessary booth furnishings from the Exhibitor Kit, which will be mailed from ASQ in February.  
March
  - Electrical service, Carpeting--Color, Drapes—Color, Tables, chairs, etc.
  - Freight charges for booth (Send completed order form to Division Treasurer for payment of rental fees).
  
4. Work with the Division Chair-Elect and Treasurer to procure any promotional items to be handed out at the booth.  
March
  - "Regular" handout for passers-by
  - "Special" gift for participants of booth activity
  
5. Begin collecting necessary display items for the AQC booth.  
March-
  - Photo of latest Hunter Award recipient (from Hunter Award Chair)April
  - Update William G. Hunter Award background information for new recipient.
  - Copy of ASA's most recent Annual Program for the Conference on Applied Statistics.
  - Copy of Division Mission, Vision, Principles statements.
  - Set of "How-To" booklets.
  - Graph of Division membership totals by region.
  - Proof copy of FTC Program from CPID.
  - 1000 copies each of last two Newsletters.
  - Division membership applications.
  - Miscellaneous supplies (box sealing tape, scissors, Velcro strips)
  
6. Ship booth to convention Exposition Services.  
April-March

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OPERATING MANUAL

Membership Committee Chair  
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