

# ASQ STATISTICS DIVISION OPERATING MANUAL

## Statistics Division Newsletter Editor Job Description

### **Title**

Statistics Division Newsletter Editor

### **Purpose**

To coordinate the various aspects of publishing the division newsletter. The newsletter is the main method of communication to the members of the Statistics Division.

### **Term of Office**

There is no specified term of office, although editors should expect to serve at least two years (eight issues). There is no limit to the number of years one could hold the position of editor.

### **Responsibilities**

- Receive submissions for the newsletter.
- Remind regular contributors (e.g. Chair, Treasurer, etc.) of deadlines for submission.
- Ensure that every issue contains a Basic Tools and/or Mini-paper Column.
- Review all submissions for subject content and edit appropriately. (Submissions may be reviewed by others.)
- Organize submissions to draft the desired newsletter content and flow.
- Coordinate logistics with printer.
- Proofread pre-press copy and make corrections.
- Paper version
  - Determine the number of copies of the newsletter to print based on feedback from AQC Headquarters.
  - Ensure labels (standing label order) are shipped from ASQ Headquarters and work out any problems in the process.
- Electronic version
  - Work with printer to create a formatted pdf file
  - Work with appropriate web master to place the pdf file on the web
  - Ensure that a broadcast email, with newsletter URL link, is sent to every Division member with an email address
- Participate in the activities of the Statistics Division Council.
- Bring a camera to all AQC and FTC functions; take pictures for the newsletter (prefer digital camera).
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

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### Additional Activities (Desirable, not Mandatory)

- Attend Division Council meetings at the Annual Quality Congress in May and the Fall Technical Conference in October of each year.
- Participate in long range planning for the Division by contributing ideas via letter and/or attending planning meetings.

### Qualifications

- Must be a member of the Statistics Division and a Regular member of ASQ.
- Must be able to commit the time and resources to edit a publication once per quarter.
- Must be knowledgeable in the area of applied statistics.
- Must have good spelling, math, and grammatical skills.

### Resources Available

- Matrix of newsletter features (Attachment 1)
- Criteria for Basic Tools and Mini-Papers (Attachment 2)
- Past Newsletter Editors
- List and copies of previous newsletters

### Checklist/Timetable

- Accumulate articles for fall issue. August
- Work with printer to produce fall issue. September
- Fall issue in mail. Last week in September
- Fall Technical Conference October
- Accumulate articles for winter issue. November
- Work with printer to produce winter issue. December
- Winter issue in mail. First week in January
- Coordinate Special Publication with Author(s) February
- Work with printer to produce Special Pub March
- Special Publications in mail. Last week in March
- Annual Quality Congress. May
- Accumulate articles for summer issue. June
- Work with printer to produce summer issue. June
- Summer issue in mail. Last week in June

### Election/Appointment Mechanism

The Division Publication Committee Chair with consensus of the Officers appoints the Newsletter Editor.

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### Attachment 1 Matrix of Newsletter Features

	Responsibility	Fall	Winter	Spring	Special Publ (every 2 years)
Chair's message	Chair	X	X	X	
Committee Roster	Chair	X	X	X	
Editor's Corner	Editor	X	X	X	
Basic Tools	Author	X	X	X	
Mini-papers	Author	X	X	X	
Letters to the Editor	Author	X	X	X	
Letter from the Editor	Editor	X	X	X	
Meet the Officers	Officers	X			
List of SD activities	Authors	X	X	X	
AQC Preview	AQC Rep			X	
AQC Summary	AQC Rep	X			
FTC program	FTC rep	X			
FTC summary	FTC rep		X		
Youden address	Chair		X		
Hunter Award	Hunter Chair		X		
Council meeting report	Secretary		X	X	
Planning meeting report	Secretary		X	X	
Membership reports	Member. Chair	X	X	X	
Treasurer reports	Treasurer	X	X	X	
Job Openings	Past Chair	X	X	X	
Related events	Special Event	X	X	X	
Feature articles	Special Publ Editor				X

Person responsible for each feature is denoted. Features with no designation are the responsible of the Newsletter editor.

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## Statistics Division Newsletter Editor Job Description

### Attachment 2 Criteria for Basic Tools Column

#### **Purpose**

To inform/teach the “quality practitioner” about useful techniques that can easily be understood, applied and explained to others.

#### **Criteria**

1. Application oriented/not theory
2. Non-technical in nature
3. Techniques that can be understood and applied by non-statisticians
4. No longer than 3 pages (8 1/2” x 11” single spaced typewritten)
5. Should be presented in “how to use it” fashion
6. Should include applicable examples

#### **Possible Topics**

New SPC techniques  
Graphical techniques  
Statistical thinking principles  
“Rehash” established methods

#### **Authors**

Authors should have a conceptual understanding of the topic and should be willing to answer questions relating to the article through the newsletter. Authors do not have to be members of the Statistics Division. All articles will be reviewed.

#### **Examples of Some Past Columns**

“How Control Charts Indicate Change”  
“Cause and Effect Diagram”  
“Brainstorming”  
“The Great Stem and Leaf Plot Debate”  
“Statistical Graphics - A Great Toolkit”  
“Thinking Like A Statistician”

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### Attachment 3 Criteria for Mini-Paper Column

#### **Purpose**

To provide insight into application-oriented techniques of significant value to quality professionals.

#### **Criteria**

1. Application oriented
2. More technical than Basic Tools, but contains no mathematical derivations
3. Focus is on insight into why a technique is of value
4. No longer than 6 pages (8 1/2" x 11" single spaced typewritten)
5. Not overly controversial
6. Should include applicable examples

#### **Possible Topics**

Latest "hot" topics

#### **Authors**

Authors should have a conceptual understanding of the topic and should be willing to answer questions relating to the article through the newsletter. Authors do not have to be members of the Statistics Division. All articles will be reviewed.

#### **Examples of Some Past Columns**

- "Stop Light Control"
- "SPC and Measurement Quality"
- "Some Aspects for Sampling for Control Charts"
- "Applied Poisson Rate Analysis"
- "Optimal Target Settings"
- "Shape-Finder Box Plots"
- "Application of Control Charting to Weibull Data"