

ASQ STATISTICS DIVISION OPERATING MANUAL

Past Chair Job Description

Title

Statistics Division Past Chair

Purpose

The Past Chair will have served one year as Chair-Elect, and as Chair the previous year. The primary purpose of the Past Chair is to be a resource to the current Division officers.

A secondary purpose of the Past Chair is to lead the Nomination Committee and By-laws Committee, and more generally, support the renewal of the Division infrastructure.

Term of Office

The term of the Past Chair is one year, July 1 to June 30, immediately following serving as Chair.

Responsibilities

- Resource:
 - Work closely with the Chair to ensure smooth transition of the Division leadership.
 - Complete the McDermond logbook for your term when Chair.
 - Lead the committee to select the Youden Speaker for the FTC. (See Appendix.).
 - Participate in STAT conference calls.
- General
 - Attend the Division Council meeting at the FTC in October and the AQC in May.
 - Lead the division Infrastructure meetings.
 - Participate in monthly Officers' conference calls.
 - Participate in the meeting to update the Division operational planning calendar.
 - At the end of the term of office, improve this job description and submit to incoming Chair-Elect.
- Nominating Committee Chair (See section 3.7)
- Bylaws Committee Chair (See Section 3.6)

Additional Activities (Desirable, not Mandatory)

- Substitute for the Division Chair in attending meetings that conflict with Division Officers meetings or Division Council meetings.
- Proactively provide help to the current officers based on experience of past four years as an officer.

Qualifications

- Statistics Division member of ASQ.
- Be able to commit to the responsibilities of the job.

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Resources Available

- Statistics Division Operating Manual.
- Statistics Division By-laws.
- Statistics Division Chair.
- Previous Past Chairs.

Checklist/Timetable

- Complete McDermond Logbook by 7/31 following your term as Chair.
- Complete any transition of Division information/documents to the new Division Chair.
- Schedule and conduct "infrastructure" renewal meetings at the FTC and AQC.
- Assist Chair in submitting slate of candidates for election to ASQ Headquarters by December 15.
- Lead FTC Selection Committee to select Youden Speaker by February 1.
- Review By-laws and submit a report at the AQC Council meeting.
- Inform Council members in writing of proposed changes to By-laws by October 1.
- Propose a motion to adopt the changes in By-laws at FTC Council meeting.
- Inform ASQ Board of Directors of adopted changes in By-laws by November 1.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Election/Appointment Mechanism

This is a "de facto" appointment, after having served as a Division Officer-- one year as Chair Elect and one year as Chair.

Appendix

Selection of Youden Address Speaker

The ASQ Statistics Division Past-Chair will lead the Youden Speaker selection process for the FTC to be held the October *after* his tenure as Past-Chair. Members of the selection committee will be the Past Chair of ASQ CPID and the Past Chair of ASA SPES.

The committee will recommend a list of 3-5 names - in the order of preference - to the Statistics Division Incoming Chair - no later than January 31. (Nine 9 months prior to FTC.) It will be the Incoming Chair's responsibility to contact the Youden Address nominee and communicate expectations. To be considered as a candidate for the Youden Address, one should:

- Be a recognized leader in the development or application of statistical methodologies.
- Extensively promote statistics and statistical applications to every day problems.
- Be published.
- Be a vibrant and passionate speaker.