

ASQ STATISTICS DIVISION OPERATING MANUAL

Statistics Division Regional Councilor Job Description

Title

Statistics Division Regional Councilor

Purpose

The voice of the Section Liaisons to the Statistics Division.

Term of Office

Two years each term, with no limit on the number of terms that an individual can serve.

Responsibilities

- Must be serving as, or have served as, the Statistics Division Section Liaison in your ASQ Section.
- Serve as the Lead Section Liaison in your Region (there may be multiple “Lead” Section Liaisons or Regional Councilors in a given Region depending upon geographical spread or Section density in a region).
- Actively recruit new Section Liaisons in your region.
- Participate in Regional Councilor communications.
- Participate in Statistics Division activities (e.g. Council meetings, Planning meetings, Conferences, etc.) whenever possible.
- Promote Statistics Division educational opportunities.
- Organize and Coordinate quarterly conference calls with the region’s section liaisons.
- Participate in a minimum of two quarterly regional councilor conference calls with the membership chair.
- Contact by phone the new members in your section within the first 6-weeks of joining the Statistics Division

Minimum Job Requirements

- Attend a minimum of 50% of the Section membership meetings in your Section.
- Attend a minimum of 1 Section executive board meetings per year.
- Schedule and lead quarterly Section Liaison conference calls in your Region.
- Participate in at least 50% of the Regional Councilor quarterly conference calls with the Membership Chair.
- Participate in at least one Statistics Division Officers’ monthly conference calls per year.
- Attend any Statistics Division meetings and activities held in your Region.
- At least once per year present Statistics Division material to the Section membership (via meetings, Section newsletter, etc.).
- Collect survey responses of a randomly drawn sample of Statistics Division members of your Section as provided by the Membership Chair.
- Submit an Annual Report to the Membership Chair by 3/15, to include a list of your activities, a Speakers List update, and any improvements to this job description.

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Additional Activities (Desirable, not Mandatory)

- Work with each Section to appoint a Section Liaison, who will assist the Regional Councilor in communicating with the Section.
- Assist the Education Committee in developing Sectional or Regional conferences, seminars, short courses, or workshops; find the right instructor.
- Recruit members to serve on the Statistics Division Council, committees, and other activities.
- Recruit new members for the Statistics Division.
- Recruit new speakers.
- Establish liaison with ASQ Regional Director.
- Nominate deserving members for National and Divisional awards.
- Suggest educational programs to be sponsored by the Statistics Division.
- Submit articles to the local Section and Division newsletters.

Qualifications

- Member of the Statistics Division.
- Interest in Statistics.
- Interest in networking with people.
- Willingness to devote personal time.
- Willingness to lead, coach, and mentor Section Liaisons.

Resources Available

- Regional Councilor Handbook.
- Statistics Division Operating Manual.
- Membership Chair.
- Division Web Master.
- Division Education Committee.
- Speakers list.

Checklist/Timetable

- March 15: Submit Annual Report to Membership Chair.

Election/Appointment Mechanism

The Membership Chair appoints Regional Councilors.