

ASQ STATISTICS DIVISION OPERATING MANUAL

Statistics Division Secretary Job Description

Title

Statistics Division Secretary

Purpose

The Secretary is one of four Officers of the Division (together with the Treasurer, Chair-Elect, and Chair). The Secretary is responsible for documenting Division meetings and Division activities, and to keep ASQ Headquarters up to date on these activities.

Term of Office

New Secretaries are elected during even-numbered years. The Secretary serves a two-year term beginning July 1 of the year of election. Re-appointment each year is subject to approval by majority of Division members via the annual Spring election organized by ASQ Headquarters. The Secretary can serve up to (4 years) two (2) consecutive 2-year terms, but must be re-elected to the position every year.

Responsibilities

- Attend the Division Council meetings at the Fall Technical Conference in October of each year, and the Annual Quality Congress in May of each year. The Officers (Chair, Chair-Elect, Secretary, and Treasurer) are expected to register for and attend the FTC.
- Announce meetings of the Division and of the Division Council; keep a record of the proceedings of, and issue minutes for, all such meetings.
- Develop agendas for Division Council meetings with the Chair and Chair-elect.
- Prepare the Secretary's Report for the Annual Report of the Division. This is really the minutes of the Annual Open Business Meeting at AQC.
- Maintain copies of all official Division correspondence, documents, papers, and other records of the Division. Transfer these records to the incoming Chair-elect.
- Provide "official" (signed) copies of all Council meetings, Tactical Planning sessions, and Long-Range Planning agendas and minutes to the GTC Administrator and Group Deputy Chair.
- Document the Statistics Division Committee Roster of Council voting members and submit on a Quarterly basis to the Officers, Deputy Chair and GTC Facilitator.
- Submit items for publication in Division Newsletter, as required in Attachment 1 of Newsletter Editor's job description (Section 3.15).
- Overall accountability for the Action Item Notices, Section 4.8.
- Copy the Chair, Chair-Elect, and Treasurer on all Statistics Division correspondence.
- If Incoming Chair-Elect, the exiting Secretary must search for a FTC Program Committee rep in February of your second year as Secretary (if needed - depends on current FTC Program Committee rotation. See FTC Co-Sponsorship Agreement).
- Maintain the Division Action Items and To Do lists from all Council, Tactical Planning, and Long-Range Planning, and Operational Planning meetings.

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- Maintain an electronic copy (i.e. MS Excel) of Division infrastructure names, addresses, email addresses, and telephone numbers and ASQ member numbers. Include Officers, Past Chairs, Committee Chairs and members, Regional Councilors, Key ASQ contacts, etc. The updated version should be forwarded to all of those listed in the phone book as changes are made.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.
- At the end of term of office, review roles and responsibilities with the incoming Secretary.

Additional Activities (Desirable, not Mandatory)

- Work with other members of the Division Council on annual tactical and long range planning for the Division.
- Accept temporary assignments from Division Chair.
- Attend infrastructure meeting --see Infrastructure Renewal System (Section 4.1).
- Attend other Headquarter meetings on an as need basis.

Qualifications

- Must be a member of the Statistics Division.
- Must be able to commit to stated responsibilities; in particular, must have the time and resources needed to attend the Division Council meetings at the Fall Technical Conference and Annual Quality Congress each year.
- FTC registration and attendance is an expectation of all Statistics Division officers.
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Resources Available

- ASQ Society Management Handbook.
- ASQ Position Guide PG-009.
- ASQ General Technical Council Operations Manual.
- ASQ General Technical Council's Key Dates Calendar.
- Statistics Division Operating Manual.
- Statistics Division Operational Planning Calendar.
- Statistics Division Bylaws.
- Previous Division Secretaries.

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Checklist/Timetable

- Attend Annual Quality Congress May
- Attend Fall Technical Conference October
- Submit Annual Report July 1
- Update electronic infrastructure file June 15
- Update Division Operational Planning Calendar August 1
- Update and publish Committee Roster to Chair and GTC Administrator Quarterly
- Publish and distribute meeting notices and agendas As Required
- Publish and distribute meeting minutes As Required
- At the end of the term of office, improve this job description. May 1, 2nd year of term

Election/Appointment Mechanism

The current Officers should reach a consensus choice for nominee for next year's Secretary (even-numbered years) or Treasurer (odd-numbered years). The AQC is an opportune time to select a nominee (See Infrastructure Renewal System, Section 4.1).

ASQ will hold an Annual Spring Election the following year, at which time the Division members have the opportunity to vote for this candidate or write in another. The candidate receiving the most votes becomes Secretary July 1 of that year.