

ASQ STATISTICS DIVISION OPERATING MANUAL

Statistics Division Section Liaison Job Description

Title

Statistics Division Section Liaison

Purpose

To communicate to ASQ Section membership and leadership the products and services that the Statistics Division has to offer; and, to identify opportunities to deliver those products and services within the Section.

Term of Office

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

Responsibilities

- Actively participate in Section activities.
- Pursue opportunities for joint activities between the Section and the Statistics Division (e.g. conferences, seminars, Short Courses, publications, dinner speakers, etc.).
- Present Statistics Division products and services to the Section as provided by the Regional Councilor or Membership Chair.
- Organize informal meetings of the Statistics Division members in your section. The purpose of these meetings is to network, share work experiences using statistics, host question & answer sessions, socialize, etc. The members will determine the frequency of these meetings.
- Contact by phone the new members in your section within the first 6-weeks of joining the Statistics
- Participate in the Statistics Division membership feedback process.
- Communicate with other Statistics Division Section Liaisons in your Region.
- Provide updates to the Speakers List

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.
- Participate in a minimum of 2 quarterly Section Liaison conference calls with your Regional Councilor.
- 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 Regional Councilor by 3/15 of the year following your term in office, 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)

- Assist the Division 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 committees, and other activities.
- Recruit new members for the Statistics Division.
- Recruit new speakers.
- 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.
- Active member of an ASQ Section.
- Interest in Statistics.
- Interest in networking with people.
- Willingness to devote personal time.

Resources Available

- Regional Councilor.
- Other Section Liaisons.
- Statistics Division Operating Manual.
- Membership Chair.
- Division Web Master.
- Division Education Committee.
- Speakers List.

Checklist/Timetable

- March 15 of the year following term of office: Submit Annual Report to Regional Councilor.

Election/Appointment Mechanism

The Regional Councilor and/or Membership Chair appoint section Liaisons.