

ASQ STATISTICS DIVISION OPERATING MANUAL

ASQ Standards Committee Rep Job Description

Title

Statistical Standards Representative

Purpose

Represent the Statistics Division in development of key quality/statistical standards.

Term of Office

The initial term of office is one year, with potential renewal on a yearly basis. There is no limit to the number of terms one could hold the position.

Responsibilities

- Work closely with ANSI Z1 Committee in the review of national and international standards dealing with quality and statistics.
- Act as conduit for the review and comment of proposed new standards or revision of existing standards.
- Represent the American Society for Quality at meetings of the ANSI Z1 Committee.
- Work closely with the ASQ Statistics Division to determine the need for new ASQ Standards.
- Keep ASQ Statistics Division informed of developments of ANSI and ISO Standards.
- Appoint committee members of experts of review upon request new statistical quality standards.
- Appoint writing committees to initiate work on new statistical quality standards.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.
- At the end of the term of office, review this job description with incoming Standards Comm Chair.

Additional Activities (Desirable, not Mandatory)

- Participate in Statistics Division Council and Planning Meetings
- Membership in ANSI Z1 Committee on Quality

Qualifications

- Must be a member of the ASQ Statistics Division.

Resources Available

- Past Standards Representatives
- STAT Operating Manual
- ASQ DAC Key Dates Calendar

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Checklist/Timetable

- Submit quarterly Standards Report to ASQ DAC Standards Committee (Patty Kopp):
 - August
 - November
 - February
 - June.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Election/Appointment Mechanism

The Division Treasurer, with consensus of the Division Officers appoints the Standards Representative.