

**ASQ STATISTICS DIVISION
OPERATING MANUAL
Statistics Division
Vice Chair – Products & Services
Job Description**

Title

Statistics Division Vice Chair – Products & Services

Purpose

The Vice Chair – Products & Services is one of six Officers of the Division (together with the Chair, Chair-elect, Secretary, Treasurer, and Vice Chair - Outreach). The Vice Chair – Products & Services is an appointed position by consensus of the elected officers (Chair, Chair-elect, Secretary, Treasurer). The purpose of the Vice Chair position is to provide maximum flexibility when identifying potential Chair-elect candidates for the division ballot. This system provides potential future Division Chair-elect candidates valuable, vital experience and a broad perspective of how the Division operates before assuming leadership as Chair.

The Vice Chair- Products & Services reports directly to the division Secretary, and is responsible for coordinating the Publications Committee (Newsletter Editor, Special Publications Editor, Glossary Editor, Web Master) and the Program Committee (comprised of the Short Course Development Chair, plus the various AQC and FTC division positions – see org chart).

Term of Office

The Vice Chair – Products & Services serves a one-year term beginning July 1 of the year of new officer election. On completing their term of office, the Vice Chair may be selected as a Chair-elect candidate, choose to serve as an elected Secretary or Treasurer, or choose to serve another term as a Vice Chair (need not be the same Vice Chair position). Re-appointment to Vice Chair each year is subject to approval by majority of the elected Division officers.

Responsibilities

- Provide overall coordination of activities between the division Newsletter, Special Publications, website, short courses and presentations, and other products/services, in support and alignment with the current strategic plan.
- Attend the Division Council meetings and Planning sessions at the Fall Technical Conference (October) and the Annual Quality Congress (May) of each year.
- Report to the Secretary on all Statistics Division correspondence.
- 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 Vice Chair.

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).

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Qualifications

- Must be member of 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.
- Be willing to assume responsibilities of Chair-Elect, Chair, and Immediate Past Chair (or serve as Secretary or Treasurer) after term as Vice Chair has ended.

Resources Available

- ASQ Division Affairs Council (DAC) Key Dates Calendar.
- Statistics Division Operating Manual.
- Statistics Division Operational Planning Calendar.
- Statistics Division Bylaws.
- Division Secretary.

Checklist/Timetable

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|---|-------------------------------------|
| • 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 |
| • Coordinate division publications, products, services | On-Going |
| • At the end of the term of office, improve this job description. | May 1, 2 nd year of term |

Election/Appointment Mechanism

The current Officers should reach a consensus choice for nominee for Vice Chair candidates (potential future Officer) at the AQC Infrastructure meeting.