



Chair-elect (PAR Chair)

Section Member Leader Position Description

General Description

The chair-elect is elected in the year preceding his or her term as chair and is expected to develop strategic direction while preparing for the next year.

Term

One year. January 1 – December 31. *However, this is a two-year commitment as this position will advance to Chair the following year.*

Specific Duties and Responsibilities

- Work closely with the chair to learn how to manage the section.
- Establish the section's business plan for the year and develop the internal systems for implementing the plan.
- Preside over the section in the absence of the chair.
- Attend all Section Leadership Committee (SLC) meetings and general membership meetings.
- Perform duties as directed by the Chair or section policies.
- **SUGGESTED:** *the chair-elect should assume the duties of the PAR chair within the section to ensure that minimum requirements are met and section planning occurs.*
- Along with the chair, the chair-elect should work with the SLC to set goals/metrics that support the section management process.
- Along with the chair, the chair-elect should ensure that the SLC report on activities performed, status of performance against goals/metrics, etc.
- All officers are responsible for submitting and updating the section officer and committee lists with HQ via the online submission form.
- Uphold Society Bylaws, Policies & Procedures, and the Section Operating Agreement.

Qualifications

- Must be a Full, Senior, Fellow, or primary contact of an organization ASQ member in good standing.
- Possess high level of leadership, management, and organizational skills.
- Should have basic knowledge of Society operations, bylaws, and policies and procedures.
- Preferably will have some prior experience in budgeting and business planning.
- Willingness to assume the role of Chair if the position is vacated during the term.
- Willingness to share contact information for section business purposes.
- Willingness to provide email address for volunteer information from headquarters.

Time Commitment

Approximately 6 – 8 hours per month (outside of SLC and general member meetings).

Resources

The following resources, and others, can be found on www.asq.org. Sign in as a member.

- ASQ Governing Documents (All S policies relate to section operations)
- Member Leader Community of Practice
 - PAR resources and tools
 - Membership lists and reports
 - Online officer and committee list submission form