



Vice Chair

Section Position Description

General Description

In a section that does not use a chair-elect system, the vice chair is second in command after the chair. If there are multiple vice chairs, their responsibilities and succession order shall be established by the SLC and documented in section policy and position descriptions.

Term

One year. January 1 to December 31.

Specific Duties and Responsibilities

- Work closely with the chair to learn how to manage the section.
- Help establish the section's business plan for the year and help develop the internal systems for implementing the plan.
- Attend all Section Leadership Committee (SLC) meetings and general membership meetings.
- Perform duties as directed by the Chair or section policies.
- The vice chair should work closely with the PAR chair within the section to ensure that minimum requirements are met and section planning occurs.
- Along with the chair and chair elect, work with the SLC to set goals/metrics that support the section management process.
- Along with the chair and chair elect, 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 an ASQ member in good standing.
- Have basic knowledge of Society's and section's operations, bylaws, and policies and procedures.
- Preferably will have some prior experience in budgeting and business planning.
- Be willing to provide contact information for section business purposes.
- Be willing to provide email address as Society communication with volunteers is primarily electronic.
- Preferably will have leadership, managerial, and organizational skills.

Time Commitment

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

Resources

<http://asq.org/member-leader-community/index.html>

- Section Operating Agreement
- [Section Minimum Requirements](#)

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

- [ASQ Bylaws, Policies & Procedures](#) (All S policies relate to section operations)
- [Member Leader Community of Practice](#)
 - [Membership lists](#) and [reports](#)