



# Section Education Chair

## Member Leader Position Description

### Term

One year: January 1 to December 31.

### Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the section's management process as they relate to education.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for education.
- Create and implement plan to address educational issues of the section, or enhance previous Education Chair's plan.
- Arrange and determine format, presenters, resources, objectives, teaching methods and materials for educational events.
- Prepare MOUs for any co-sponsored educational programs and obtain approval from headquarters.
- Evaluate results from all educational events and present to SLC.
- Inform section members of courses offered by ASQ headquarters.
- Work with section recertification chair to determine certification course needs of the section.
- Share certification exam results with certification chair, section chair and other interested volunteers.
- Attend SLC and regular membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

### Qualifications

- Must be an ASQ member in good standing.
- Preferably will have been a participant in section committee activities.
- Should possess excellent communication skills and the ability to develop relationships with others.

### Time Commitment

Approximately 3 - 4 hours per month (outside of section and executive committee meetings).

### Resources

The following resources, and others, can be found in the Member Leader Community of Practice Web site at <http://asq.org/member-leader-community/index.html>

- [Meetings and Collaboration:](#)
  - Co-Sponsorships, Joint Ventures, and MOUs

- Hiring an Independent Contractor

The following resources can be found on [www.asq.org](http://www.asq.org). Sign in as a member.

- [Policy G-41](#) Society Involvement with Other Organizations and the Use of ASQ's Logo
- [Policy G-42](#) Joint Activities of Society and Member Units