



Publicity Chair

Section Position Description

General Description

Ensure that section meetings and programs are publicized through a variety of media outlets reaching the membership and local community in a timely manner.

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 section publicity.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for section publicity.
- Communicate all section events to:
 - Local newspapers
 - Local radio stations
 - Local television community calendars
 - Section newsletter
 - Section website
 - ASQ events calendar
 - *Quality Progress* Magazine
 - ASQWire (weekly e-newsletter; for larger conferences with a wide regional appeal expecting 200 or more attendees)
 - Quality Central (monthly e-newsletter for ASQ non-member customers)
- Attend SLC meetings and regular membership meetings.
- [Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.](#)

Qualifications

- Must be an ASQ member in good standing.
- Should possess strong writing skills.
- Preferably will have some experience working with the media.

Time Commitment

Approximately 2 hours per month (outside of SLC and membership meetings).

Resources

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

- [ASQ Brand Center](#)
- [Member Unit e-Guidelines](#)
- SharePoint site index, membership lists, find a member leader)