

<b>Position Title:</b>	<b>Section SMP Chair</b> Serves as the owner of the Section's Section Management Process. Keeps the executive committee aware of the SMP program and compiles information and tracks activities related to Section management. Provides summary information to the Regional Director and ASQ Headquarters as described in the Section Management Process handbook.
<b>Reports to:</b>	<b>Section Chair and Executive Committee</b>
<b>Qualifications:</b>	Must be an ASQ member in good standing with strong organizational and communication skills.
<b>Time Commitment:</b>	This is a one-year term requiring approximately 4-6 hours per month to update progress. Time per month varies depending on time of year, Section activity, and SMP deadlines as determined by the SMP Committee.
<b>Training Opportunities and Materials:</b>	<ul style="list-style-type: none"> <li>• Section/Division Leadership Training</li> <li>• Regional SMP Training</li> <li>• Other training(s) as offered by the Regional Director</li> <li>• Society Management Handbook</li> <li>• Mentoring past SMP Chair</li> <li>• SMP Manual</li> </ul>
<b>Benefits:</b>	<p>This position offers an opportunity to enhance and practice communication, organization, and computer skills, promote and use quality tools, support the shape and future of the quality movement, guide the activities and strategic direction of the Section, and network with other quality professionals to increase awareness of the member's company in the community.</p> <p style="text-align: right;">-continued-</p>

<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Serve as SMP Chair from July 1 - June 30.</li><li>• Review the SMP guidelines for the upcoming year.</li><li>• The SMP Manual highlights the key dates by which specific information needs to be supplied to the Regional Director and ASQ Headquarters. Check the key dates frequently and report to Section Executive Committee.</li><li>• Participate in your Section's annual planning meeting.</li><li>• Notify the Section Executive Committee and other committees of what information you will need throughout the year to complete the requirements of the SMP program.</li><li>• Make periodic reports to the Section Executive Committee; keeping them informed of upcoming submission dates and announcing any acknowledgments received from the Regional Director or ASQ Headquarters.</li></ul>
<b>Related Policies and Procedures:</b>	<ul style="list-style-type: none"><li>• ASQ Operational Milestones</li><li>• ASQ Strategic Plan and Guide</li><li>• SMP Manual</li></ul>