

Position Title:	<i>Section Certification Chair</i> Coordinates and manages the Section's activities related to ASQ's certification program.
Reports to:	<i>Section Executive Committee</i>
Qualifications:	Must be an active ASQ member in good standing and will have preferably been a participant in Section committee activities. Person should possess excellent communication skills and the ability to develop relationships with others. Also must be willing to commit the specified time estimated to fulfill the Certification Chair's duties.
Time Commitment:	This is a one year term requiring a minimum of 5-7 hours/month to fulfill the responsibilities of the position.
Training Opportunities and Materials:	<ul style="list-style-type: none">• Section/Division Leadership Training• Regional SMP Training• Other training(s) as offered by the Regional Director• Society Management Handbook• Mentoring past Certification Chair
Benefits:	This position offers an opportunity to enhance and practice leadership skills, network with other quality professionals to increase awareness of the member's company in the community, promote the use of quality tools, and provide administrative support to the growth of the quality movement. This position also offers the opportunity to assist fellow members in becoming proficient in the quality profession.

continued

Responsibilities:	<ul style="list-style-type: none">• Serve as Certification Chair from July 1 - June 30.• Work directly with the Education Chair and committee to prepare and hold refresher courses for ASQ certification programs.• Communicate refresher course announcements in a timely manner to the Section's newsletter editor.• Manage administrative duties relating to holding refresher courses including site selection, and securing instructors.• Manage administrative duties relating to hosting certification exams. Include securing exam proctors and adhering to Headquarters' timelines relating to certification exams.• Ensures that proper documentation and qualifications are submitted and approved as they relate to certification eligibility.• May be required to implement ASQ's recertification program in the Section.
Related Policies and Procedures:	<ul style="list-style-type: none">• ASQ Policies & Procedures:<ul style="list-style-type: none">→ A11 - ASQ Certification Program→ A12 - ASQ Recertification Program→ G5 - Charter Policy Professional Ethics & Qualifications Committee-Composition→ G6 - Ethics Ombudsman, Grievance, Suspension, and Expulsion Procedure→ G7 - Membership Information Disclosure• ASQ Operational Milestones