

ASQ Position Description**Section Education Chair**

Position Title:	<i>Section Education Chair</i> Plans and implements educational programs for the Section such as conferences and/or special seminars.
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 Education Chair's duties.
Time Commitment:	This is a one-year term requiring a minimum of 7-10 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 Education 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. <p style="text-align: right;">-continued-</p>

Responsibilities:	<ul style="list-style-type: none"> • Serve as Education Chair from July 1 - June 30. • Create an educational plan to address educational issues of the Section, or enhance previous Education Chair's plan. • Conduct a needs assessment to determine Section's educational priorities. • Arranges and determines format, presenters, resources, objectives, teaching methods and materials for educational events. • Evaluates results from all educational events and presents to Section Executive Committee. • Informs Section members of courses offered by ASQ Headquarters' Education Department. • Works with Section Recertification Chair to determine certification course needs of the Section.
Related Policies and Procedures:	<ul style="list-style-type: none"> • ASQ Policies & Procedures: <ul style="list-style-type: none"> → G5 - Charter Policy Professional Ethics & Qualifications Committee-Composition → G6 - Ethics Ombudsman, Grievance, Suspension, and Exclusion Procedure → G7 - Membership Information Disclosure → G41 - Society Involvement With Other Organizations and the Use of ASQ's Name and Logo → G42 - Joint Activities of Society and Member Units → G55 - Establishment of Scholarships → G57 - ASQ Intellectual Property • ASQ Operational Milestones