

ASQ Position Description**Section Historian**

Position Title:	<i>Section Historian</i> Maintain membership and activity information for the Section.
Reports To:	<i>Section Chair</i>
Qualifications:	Must be an active ASQ member in good standing and will have preferably been a participant in Section committee activities.
Responsibilities:	<ul style="list-style-type: none"> • Prepare an accurate history of the Section's activities • Maintain a binder including but not limited to: <ul style="list-style-type: none"> → Bylaws → Section meeting minutes → All conferences and courses sponsored or co-sponsored and the accompanying Memorandum of Understanding. → by the Section → Membership totals → Past Section chairs → Community events → Recognition activities • Send copies of Section documents (listed above) to ASQ Archives for permanent storage. See included document regard the archives.
Time Commitment:	This is a one-year term requiring a minimum of 1-2 hours/month to fulfill the responsibilities of the position.
Training Opportunities and Materials:	<ul style="list-style-type: none"> • Section meetings • SMP Committee Chair • Section Chair • Section Newsletter editor • Mentoring past Historian • ASQ Archives - University of Il. Urbana-Champaign
Benefits:	This position offers an opportunity to network with other quality professionals and an opportunity to provide administrative support to the growth of the quality movement.

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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 • ASQ Operational Milestones
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