

Position Title:	<i>Internet Liaison</i> Develops and maintains a continuous reliable source for Section events and other pertinent information relating to quality and information via the Internet.
Reports to:	<i>Section/Division Chair</i>
Qualifications:	Must be an ASQ member in good standing with access to a computer and the internet. Must be proficient with Web browsers, the internet, and familiar with associated software applications. Strong writing skills are also essential.
Time Commitment:	This is a one-year renewable term, requiring an estimated minimum of 5-10 hours/month to maintain. Additional initial set-up time may be required.
Training Opportunities and Materials:	<ul style="list-style-type: none">• Internet Liaison Welcome Kit• Internet Liaison Instructions• Information on ASQNet• Mentoring current Internet Liaison
Benefits:	Facilitates the use of emerging technologies to contribute to the education of quality professionals and to assist the growth of the quality movement via the Internet. This position also offers the opportunity to develop skills in web page development and maintenance as well as the opportunity to strengthen the awareness of your Section in the community and beyond.
Responsibilities:	<ul style="list-style-type: none">• Maintain Section's Content Editor page, including all information and links as well as any external web site.• Serve as the Internet Liaison by providing current and relevant information about the Section such as historical information, mission statement, goals, membership benefits, activities and events, contact information, etc.• If your Section chooses to have a forum, you will be responsible for maintaining ongoing relevant discussions.• Maintain awareness and knowledge required to be

	<p>available to answer questions regarding ASQNet and provide support to Section members who need assistance using ASQNet.</p> <ul style="list-style-type: none">• Provide the necessary communication to encourage members to take advantage of ASQ Net and to educate members on the features and information available.• Ensure published information is accurate and updated in a timely manner.• Adhere to established copyright laws and relevant ASQ policies and procedures.
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→ G57 - ASQ Intellectual Property