

ASQ Position Description**Section Recertification Chair**

Position title:	<i>Recertification Chair</i> Coordinates and manages the Section's activities related to ASQ's recertification program.
Reports To:	<i>Section Executive Committee</i>
Qualifications:	Must be an active ASQ member in good standing and hold one of ASQ's certifications. This position requires strong organizational skills.
Time Commitment:	This is a one-year term requiring approximately 4 - 6 hours/month to fulfill the responsibilities of the position. The recertification process is concentrated in the months of May-July and November-January since recertification deadlines are June 30 and December 31 of each year.
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 Recertification Chair • Recertification on www.asq.org.
Benefits:	This position offers the opportunity to assist members in becoming proficient in the quality profession by promoting the use of quality tools, and providing administrative support to the growth of the quality movement. It also offers the opportunity to enhance and practice leadership skills, network with other quality professionals and increase awareness of the member's company in the community. Recertification units are granted for this committee activity.
Responsibilities:	<ul style="list-style-type: none"> • Serves as Recertification Chair from July 1 - June 30. • Manages applications for recertification • Evaluates applications and validate areas of professional activity • Ensures timely submission of information to ASQ

Note: The information contained in this position description is meant to be used as a guide in developing the position description for your Section. (Revised 1999)

	<p>Headquarters</p> <ul style="list-style-type: none">• Maintains contact with applicants to keep them informed of the status of their application• Provides timely information related to the submission of recertification applications/journals to Section Newsletter Editor
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 Exclusion Procedure→ G7 - Membership Information Disclosure• ASQ Operational Milestones