

# Program Chair - Section Volunteer Position Description

## General Description

Responsible for planning and implementing programs and activities of the section.

## Term

One year. Jan 1 to December 31

## Specific Duties and Responsibilities

- Work with SLC to set goals/metrics to support the section's PAR program as they relate to section programs and activities development.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for section program and activities development.
- Ensure that section meetings and/or programs occur regularly.
- Determine focus of section meetings and programs.
- Solicit speakers to match topics.
- Work with Arrangements Chair, if applicable, to coordinate speaker needs.
- Work with Newsletter Editor/Communication Chair to publish events in a timely manner.
- Attend SLC meetings and general membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

## Qualifications

- Must be an ASQ member in good standing.
- Should possess strong organization, delegation, and communication skills.
- Preferably will have understanding of needs assessment tools.
- Preferably will have some event planning experience.

## Time Commitment

Approximately 3 hours per month (outside of section and executive committee meetings).