

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY
SECTION POLICY**

POLICY NUMBER: MSP-A-003	SUBJECT: Position Description - Secretary
ORINATION DATE: 3/21/96	ACCOUNTABILITY: Section Chair
APPROVAL DATE: 5/7/96	APPROVAL BY:
REVISION DATE: 2/4/03	PAGE NO: 1 of 2

1.0 OBJECTIVE

- 1.1 This policy defines the responsibilities, authorities and accountabilities of the Secretary of the Minnesota Section American Society for Quality.
- 1.2 The policy is intended to provide for the understanding of the position for potential candidates for that position as well as insuring that key appointments, and tasks are performed on a timely basis by the Secretary during the course of his or her tenure.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1 The Policies and Procedures of ASQ as provided by the Board of Directors and published in the Society Management Handbook and the Section Supplement.
- 2.2 The Bylaws of the Minnesota Section
- 2.3 MSP-A-001 Section Policy Manual Guidelines
- 2.4 MSP-A-002 Use of Society and Section Logos and Identifying Language
- 2.5 MSP-A-011 Section Records

3.0 SUPERCEDES

- 3.1 MSP-A-003 approved 5/7/96 and revised 3/2/99.

4.0 GENERAL DUTIES OF THE SECRETARY

- 4.1 Provide a historical record and means of retrieval of all formal Executive Board, general and special Section meeting transactions in accordance with MSP-A-011.
- 4.2 Historical records will include:
 - 4.2.1 Minutes and appendices for all formal Executive Board transactions
 - 4.2.2 Election process and results
 - 4.2.3 Election certification as submitted to National ASQ
 - 4.2.4 Distribution and control of initial and change releases to formally approved Section documents, including Bylaws and Policy and Procedures, according to MSP-A-001
 - 4.2.5 Log of motions voted on by the Executive Board
- 4.3 Keep the Executive Board aware of all open agenda items.
- 4.4 Assure the receipt of an agenda and previous minutes by each Executive Board member prior to each formal meeting.

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- 4.5 Manage the use of the Society and Section logos and identifying language per MSP-A-002.
- 4.6 Assign an identifying number to Executive Board motions, which are voted on and maintain a log of these actions.
- 4.7 Development of leadership skills of a successor.
- 4.8 There will be full participation by the Secretary in the leadership-training program. The Secretary will maintain training material pertaining to that position and annually review and update policies, including this policy, relating to secretarial activities.
- 4.9 The election certifications will be presented to the Society in a manner and schedule consistent with Society guidelines and Section Bylaws.
- 4.10 Establish, submit for approval, and manage the approved Secretary's budget.
- 4.11 Establish goals and objectives for this position with measures in accordance the Section Strategic Plan, Section Bylaws, and this policy. Submit to the SMP Chair and report progress in January along with a summary at the end of the term.

5.0 APPROVAL

- 5.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date