

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

<b>POLICY NUMBER: MSP-A-004</b>	<b>SUBJECT: Position Description - Section Chair</b>
<b>ORIGINATION DATE: 3/21/96</b>	<b>ACCOUNTABILITY: Section Chair</b>
<b>APPROVAL DATE: 5/7/96</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 2/4/03</b>	<b>PAGE NO: 1 of 3</b>

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**1.0 OBJECTIVE**

- 1.1 This policy defines the responsibilities, authorities and accountabilities of the Chair 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 Chair during the course of his or her tenure.

**2.0 RELATED POLICIES AND PROCEDURES**

- 2.1 The Bylaws of the American Society for Quality, Article IV
- 2.2 The Bylaws of the Minnesota Section ASQ, Article V Section 5.1.
- 2.3 All Section Policies.

**3.0 SUPERSEDES**

- 3.1 MSP-A-004 approved 5/7/96.

**4.0 ACCOUNTABILITY**

- 4.1 The Section Chair is accountable to the Regional Director of the Society and to the membership of the Minnesota Section.

**5.0 GENERAL DUTIES OF THE CHAIR**

- 5.1 The Chair of the Minnesota Section ASQ is the Chief Executive Officer of the Section and shall preside at all meetings of its Executive Board, annual and special meetings of the Section membership.
- 5.2 The Chair is also the Chief Operating Officer of the Section and accountable for leading the planning and execution of the short and long term objectives of the Section by establishing a set of Section goals and objectives with measures.
- 5.3 The Section Chair shall, ex-officio, be a member of and entitled to speak at all meetings of standing committees and boards of the Section as well as special committees which may be formed from time to time.
- 5.4 The Chair shall participate with the Vice Chairs of the Section and its other Officers in the selection and approval of the Chairs of the various standing and special committees of the Section unless otherwise provided for in the Section Bylaws.

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- 5.5 The Section Chair shall be the alternate signatory, with the Section Treasurer, to all Section financial accounts. In the absence of the Treasurer, the Chair will disburse or transfer funds for authorized Section expenditures.
- 5.6 The Chair shall approve the disbursement of funds for the regular and special activities of the Section provided such activities are approved by the Executive Board and are within the budgetary policies established by the Executive Board.
- 5.7 The Section Chair shall maintain communications with the incumbent Regional Director and with appropriate national officers and headquarters staff.
- 5.8 The Chair shall approve out-of- area travel for members of the Executive Board and other persons proposing travel for which they expect Section reimbursement.
- 5.9 At least once each year, upon completion of the annual financial audit the Chair shall cause to be printed in the Section newsletter a recapitulation of the financial condition of the Section including, cash balance(s), an income and expense summary and the net worth of the Section at the time of the audit.
- 5.10 Near the conclusion of the term of the Chair, there is to be published in the newsletter a summary of achievements and activities undertaken during the term of the Chair. The Chair requires of each Vice Chair of the Section a brief report of the accomplishments in their areas of responsibility.
- 5.11 The Chair shall be cognizant of and faithfully discharge the obligations of the office and shall comply with the requirements of the position and membership as defined by the National Bylaws and the Bylaws and policies of the Section.
- 5.12 The Chair shall establish and submit for Executive Board approval the budget for his or her term prior to or early in that term.
- 5.13 The Chair shall review this policy during his/her term and submit needed changes to the Executive Board for approval.

**6.0 Term of Office**

- 6.1 The term of office for the Section Chair shall commence on July 1 each year and end on June 30th of the succeeding calendar year consistent with the Society and Section fiscal year.
- 6.2 An individual serving in the Office of Chair may serve two consecutive full terms. Following the second year of consecutive service the individual is ineligible for nomination to a third consecutive term.
- 6.3 Notwithstanding the provisions of (5.2) above nothing shall preclude an individual from

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serving as Chair more than two terms if such service is interrupted with at least one term intervening.

- 6.4 Should the Chair-Elect or designated successor accede to the office during the term of an incumbent Chair for reasons of resignation or removal from office of the Incumbent Chair, the unexpired term thus filled shall not be included in the two-year term limitation.

**7.0 Direct Reports**

- 7.1 All elected officers of the Section including; Vice Chairs, Treasurer, Secretary, and Directors.
- 7.2 The Chairs or Senior Co-Chairs of the Annual Conference and the Biomedical Focus Conference.
- 7.3 The Chairs of Subsections of the Minnesota Section.
- 7.4 Any special committee Chairs appointed by the Chair including, but not limited to, the SMP Chair.
- 7.5 The Chairs of any duly organized Task Groups of the Section.

**8.0 SPECIFIC APPOINTMENTS**

- 8.1 Annually, upon succeeding to the Chair, the incumbent shall appoint one person to a three-year-term on the Long Range Planning Committee. Should an unscheduled vacancy occur on that Committee, the Chair shall appoint a replacement to fill the unexpired term.
- 8.2 Annually, in the month of November of each year, the Chair shall appoint members of the Section to the Nominating Committee. The Chair, and the Senior Director shall serve as members of the Nominating Committee provided that neither is considered for elective office of the Section.
- 8.3 Annually, upon succeeding to the Chair, the incumbent shall appoint a Chair for the SMP program. Reporting directly to the Chair this individual will monitor progress on the goals established for the Section and advise the Chair and other Officers of the Section of reports due.
- 8.4 Annually, preferably in the month of September, the Chair shall appoint a panel of three to five judges to conduct the activities defined in the Chair's Award Policy, MSP-A-009.

**9.0 Succession**

- 9.1 In the event of the incapacity, for any reason, of the Chair to complete his/her term, the Chair-

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**ACCOUNTABILITY: Section Chair**

**APPROVAL DATE: 5/7/96**

**APPROVAL BY:**

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Elect shall succeed to the Chair.

- 9.2 Should the position of Chair-Elect become vacant for any cause, the Chair shall nominate, with the consent of the Executive Board, an incumbent Vice Chair as successor. This designation shall be in force only for the duration of the term then current.
- 9.3 In the event of the temporary incapacity of the Chair to perform the duties of the Office, the Chair shall notify the Executive Board. The Chair-Elect or designated Vice Chair shall assume the responsibilities and accountabilities of the Office of the Chair until such time as the Chair notifies the Executive Board of her or his readiness to resume the office.

**10.0 APPROVAL**

- 10.1 Approved by the Minnesota Section ASQ Executive Board:

\_\_\_\_\_  
Section Chair

\_\_\_\_\_  
Section Secretary

\_\_\_\_\_  
Date