

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

POLICY NUMBER: MSP-A-006	SUBJECT: Position Description, Chair-Elect
ORIGINATION DATE: 7/8/96	ACCOUNTABILITY: Section Chair
APPROVAL DATE: 7/9/96	APPROVAL BY:
REVISION DATE: 2/4/03	PAGE NO: 1 OF 3

1.0 OBJECTIVE

- 1.1 This policy defines the responsibilities and accountabilities of the Chair-Elect of the Minnesota Section American Society for Quality.

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 5.2
- 2.3 All Section Policies

3.0 SUPERSEDES

- 3.1 MSP-A-006 approved 7/9/96.

4.0 GENERAL DUTIES OF THE CHAIR-ELECT

- 4.1 The Chair-Elect shall assume this office recognizing that he or she has made a commitment to serve in a leadership capacity for a period of three years. One year as Chair-Elect, one year as Section Chair, and one year as Immediate Past Chair. This sequence shall hold in the event the Chair position is repeated.
- 4.2 The Chair-Elect of the Section is a voting member of the Executive Board.
- 4.3 In the absence of the Chair or at the request of the Chair, the Chair-Elect shall chair meetings of the Executive Board and any regular or special meetings of the Section membership.
- 4.4 The Chair-Elect shall be a member of the Nominating Committee formed to submit nominations to the membership for the year in which the Chair Elect will serve as Chair.
- 4.5 The Chair-Elect shall be a member of the Long Range Planning Committee.
- 4.6 The Chair-Elect shall, ex-officio, be a member 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.

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- 4.7 The Chair-Elect shall devote the time in that office to the development of plans and goals for her or his succeeding year as Chair. During this period the Chair-Elect , working in cooperation with candidates identified by the Section Nominating Committee for positions as Vice Chairs for the following year, shall identify, recruit, re-enlist, or assist the nominated Vice Chairs in so doing, the services of key chair's and members of standing committees for the coming year.
- 4.8 The Chair-Elect shall work closely with the incumbent Chair in identifying and ensuring the continuity of Section programs and activities for the following year.
- 4.9 The Chair-Elect will act in a supervisory capacity in areas designated by the Section Chair.
- 4.10 The Chair-Elect shall set objectives, including measures, in accordance with the applicable Section Strategic Plan, the Section Bylaws, and the requirements of this policy. These objectives shall be provided to the SMP Chair and progress toward completion reviewed in January.
- 4.11 The Chair-Elect shall submit a budget for the coming year and during the term, manage the approved budget.
- 4.12 This officer shall review this policy for appropriateness/correctness and submit needed changes to the Executive Board for approval.

5.0 DIRECT REPORTS

- 5.1 The Chair-Elect gains direct reports as the Nominating Committee identifies and receives acceptance from those individuals who will serve in an elective capacity for the year in which the Chair-Elect will serve as Chair. Some of these individuals may be current members of the elected Executive Board and as such, are still accountable to the incumbent Chair in that capacity.
- 5.2 The Chair-Elect may select individuals to serve in an appointed capacity to carry out objectives and programs identified by the Chair-Elect. When appointed, these individuals report to the Chair-Elect. See 4.9.

6.0 TERM OF OFFICE

- 6.1 The term of office for the Chair-Elect shall commence on July 1 each year and ends with his/her accession to the Chair on July 1 of the following calendar year.

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7.0 SUCCESSION

- 7.1 In the event of the incapacity, for any reason, of the Chair to complete her/his term, the Chair-Elect shall succeed to the Chair.
- 7.2 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 his or her readiness to resume the office.

8.0 APPROVAL

- 8.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date