

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

<b>POLICY NUMBER: MSP-A-007</b>	<b>SUBJECT: Position Description, Past Chair</b>
<b>ORIGINATION DATE: 7/8/96</b>	<b>ACCOUNTABILITY: Section Chair</b>
<b>APPROVAL DATE: 7/9/96</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: <u>2/4/03</u></b>	<b>PAGE NO: 1 OF 2</b>

**1.0 OBJECTIVE**

- 1.1 This policy defines the role and responsibilities of the Immediate Past Chair of the Minnesota Section American Society for Quality Control.

**2.0 RELATED POLICIES AND PROCEDURES**

- 2.1 MSP-A-004 Position Description, Chair
- 2.2 The Bylaws of the Minnesota Section ASQ
- 2.3 MSP-D-001 Long Range Planning Committee, Composition and Duties

**3.0 SUPERSEDES**

- 3.1 ~~MSP-A-007 approved 7/9/96.~~

Deleted: None.

**4.0 GENERAL DUTIES OF THE IMMEDIATE PAST CHAIR**

- 4.1 The Immediate Past Chair shall serve in an advisory capacity to the Incumbent Chair.
- 4.2 The Immediate Past Chair is a voting member of the Section Executive Board.
- 4.3 The Immediate Past Chair is a member of the Long Range Planning Committee.
- 4.4 The Immediate Past Chair shall undertake special projects as assigned by the Chair.
- 4.5 The Immediate Past Chair shall review this policy for appropriateness/correctness and submit needed changes to the Executive Board for approval.
- 4.6 The Immediate Past Chair 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 January.
- 4.7 The Immediate Past Chair shall submit a budget for the coming year and during the term manage the approved budget.

**5.0 DIRECT REPORTS**

- 5.1 The Immediate Past Chair has no direct reports except in the execution of projects approved by the Chair or as may be assigned by the Chair. See 4.4.

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**6.0 TERM OF OFFICE**

- 6.1 The Immediate Past Chair accedes to the Office on July 1, of each program year upon completion of their term as Chair.
- 6.2 The term of the Immediate Past Chair expires on June 30 in the year following accession to the position.

**7.0 APPROVAL**

- 7.1 Approved by the Minnesota Section ASQ Executive Board:

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Section Chair

\_\_\_\_\_

Section Secretary

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Date