

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

POLICY NUMBER: MSP-C-001

**SUBJECT: Position Description - Vice Chair,
Conferences**

ORIGINATION DATE: 3/21/96

ACCOUNTABILITY: Section Chair

APPROVAL DATE: 5/7/96

APPROVAL BY:

REVISION DATE: 2/4/03

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1.0 OBJECTIVE

- 1.1 This policy defines the responsibilities, authorities and accountabilities of the Vice Chair, Conferences 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 Vice Chair, Conferences 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 5.3 & Article VII, Section 7.3.8
- 2.3 MSP-A-005 Section and Unit Involvement With Other Organizations and Activities

3.0 SUPERSEDES

- 3.1 MSP-C-001 approved 5/7/96.

4.0 GENERAL DUTIES OF THE VICE CHAIR, CONFERENCES

- 4.1 Each conference offered will be structured with educational and training subjects which are consistent with the needs of the target marketplace (membership and community) in formats which for the time and funds available will maximize the attendee retention and usability. Cost effectiveness of each conference will be a key consideration.
- 4.2 The conferences will include:
 - 4.2.1 The Minnesota Quality Conference (may be combined with the Biomedical Focus Conference).
 - 4.2.2 The Biomedical Focus Conference (may be combined with the Minnesota Quality Conference).
 - 4.2.3 Conference(s) which responds to a specific need consistent with the Minnesota Section "objectives" as stated in the Bylaws and by MSP-A-005.

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- 4.3 Planning for each annual conference will be initiated with an organized steering committee within one (1) month following the completion of the previous conference. The Vice Chair, Conferences shall ensure this committee addresses the following for each event.
- 4.3.1 Conference scheduling will be consistent with the Society guidelines.
 - 4.3.2 The conferences will include a format, which maximizes the ability of the attendees to network socially, intellectually, and with exhibitors, as appropriate.
 - 4.3.3 Each conference will have an active publicity and advertising program and will enable the marketplace adequate time for convenient registration with the goal of maximizing attendance. Communicate with the Vice Chair, Outreach and Public Relations
 - 4.3.4 Each conference presentation format will use innovative techniques to enable each attendee involvement in the learning experience and utilize the information for continuous improvement.
 - 4.3.5 There will be an historical record of conference attendance, date, subject, format, attendee satisfaction/dissatisfaction, and recommendations for improvement. The data will be used as a benchmark against earlier, similar programs. After presentation to the Executive Board, such a record will become a part of the historian archives.
 - 4.3.6 Planning for each conference and the conference year will be based on applicable survey and benchmarking information.
 - 4.3.7 An audit of each conference financial practices, reports and records to demonstrate fiscal responsibility will be scheduled.
- 4.4 The Vice Chair for Conferences shall participate in the selection and orientation of the Chair, or Co-Chairs of all conferences sponsored or co-sponsored by the Section.
- 4.5 Actively develop the leadership skills of the individual conference members through personal example as a team member and a team leader. Search for learning experiences for promising volunteers through a variety of responsible assignments within the team environment.
- 4.6 There will be full participation by the Vice Chair - Elect, Conferences, in the leadership-training program.
- 4.7 Goals/objectives, including measures and in accordance with the Section Strategic Plan and this policy, will be established and provided to the SMP Chair.

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- 4.8 Progress toward scheduled conference goals and plans will be summarized in a report to each scheduled Executive Board meeting.
- 4.9 A written conference year end report will be presented for the historical record to the Executive Board and will include a summary of goals met, goals not met, goals in continuum and recommendations for future planning.
- 4.10 Mission and vision statements will be established or, if established, reviewed and updated with necessary changes.
- 4.11 There will be an annual review of policies related to this position. Needed changes will be submitted to the Executive Board for approval.
- 4.12 Training manual materials related to this position will be maintained by this Vice Chair.
- 4.13 There will be a budget submitted for the coming year and during the year activities managed according to the approved budget.
- 4.14 Upon approval of the Executive Board, this committee will monitor and report on activities of any assigned Task Group, Subsection or Student Branch.

5.0 APPROVAL

- 5.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date