

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

POLICY NUMBER: MSP-D-002	SUBJECT: Position Description - Director
ORIGINATION DATE: 3/21/96	ACCOUNTABILITY: Section Chair
APPROVAL DATE: 5/7/96	APPROVAL BY:
REVISION DATE: 2/4/03	PAGE NO: 1 of 3

Deleted: 5/2/02

1.0 OBJECTIVE

- 1.1 This policy defines the responsibilities, authorities and accountabilities of a Director 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 a Director 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 5.6.
- 2.3 MSP-D-001 Long Range Planning Committee Composition and Duties

3.0 SUPERSEDES

- 3.1 MSP-D-002 approved 5/7/96.

4.0 GENERAL DUTIES OF THE DIRECTOR

- 4.1 Consistent with MSP-D-001, the senior Director will be responsible for the Long Range Planning Committee (LRPC) activities.
- 4.2 The Directors will assure a continuing program of surveys which are sensitive to the satisfaction and dissatisfaction of those within the target market who do and who do not participate or take advantage of the offered Section services.
- 4.3 The Directors will assure an active benchmarking program which will correlate with the survey information strategies and will provide comparisons with similar organizations external to the Minnesota Section.
- 4.4 The Directors will provide a continuing financial audit program which provides the Executive Board with assurance that fiscally responsible individuals, committees and task groups provide practices, records and reports that are consistent with standardized accounting practices and the Society's requirements.
- 4.5 The Directors will be responsible for organizing and conducting a successful fiscal year end audit and reconciliation of the Section Treasurer financial records, balance sheet, and operating statement. The format and reporting procedure will be consistent with the Society requirements.

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- 4.6 An active internal audit program, managed by the Directors, measures the consistency and accuracy of practices by the various committees and task groups against standards and practices, which are sensitive to total customer satisfaction. Such audit results and recommendations will be presented to the Executive Board.
- 4.7 The senior Director will chair the Director activities and be responsible for submitting a budget for the coming year and during the year manage the approved budget.
- 4.8 The senior Director will appoint mentors as needed to provide counsel for selected elected officers and volunteer chairs.
- 4.9 Each Director will participate fully in the leadership training program assist in the maintenance of all training materials.
- 4.10 The Directors will set objectives, including measures, in accordance with the current strategic plan and this policy. These objectives will be provided to the SMP Chair and progress reported quarterly.
- 4.11 A written 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.
- 4.12 The Directors shall annually review, and update if needed, all policies directly related to this position and submit needed changes to the Executive Board for approval.
- 4.13 Upon approval of the Executive Board, Director(s) will monitor and report on activities of any assigned Task Group, Subsection, or Student Branch.

5.0 TERM OF OFFICE

- 5.1 Directors are elected to and serve terms of three years with the term of one Director expiring each year. The term of office for a Director shall commence on July 1 each year and end on June 30th of each calendar year consistent with the Society and Section fiscal year.

6.0 SUCCESSION

- 6.1 Should the position of Director become vacant for any cause, the Chair shall nominate, with the consent of the Executive Board, a successor. This designation shall be in force only for the duration of the term then current.

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Deleted: 5/2/02

7.0 APPROVAL

7.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date