

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

POLICY NUMBER: MSP-E-002	SUBJECT: Position Description - Vice Chair, Education and Advancement
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

1.0 OBJECTIVE

- 1.1 This policy defines the responsibilities, authorities and accountabilities of the Vice Chair, Education and Advancement 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, Education and Advancement 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.
- 2.3 MSP-O-001 Position Description-Vice Chair, Outreach and Public Relations

3.0 SUPERSEDES

- 3.1 MSP-E-002 approved 5/7/96 and revised 3/2/99.

4.0 GENERAL DUTIES OF THE VICE CHAIR, EDUCATION AND ADVANCEMENT

- 4.1 An active award and scholarship program will be established to administer volunteer recognition according to National guidelines. The program will also develop, publicize and administer a scholarship/grant program if approved by the Executive Board.
- 4.2 The Education and Advancement group will provide refresher training for certification applicants. Qualified presenters will use course outlines prepared by the Section or the national Society. The results of applicant evaluation of the each training experience will be presented to the Executive Board with recommendations for continuous improvement.
- 4.3 Technical and professional training offered to a target market of members and the community will include offerings which are sensitive to the needs of that market. Courses will be planned based on survey and benchmark data. Innovative and appropriate teaching techniques and qualified instructors will be used to help the attendee maximize the retention and ability to apply in the workplace. Cost effectiveness will be a key consideration. The results of attendee evaluation of each training experience will be presented to the Executive Board with recommendations for continuous improvement.

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- 4.4 There will be a program which responds to the education and training needs of Task Groups, Subsections and Student Branches. Continuing dialogue with these local/remote advisors, officers and key members will result in a plan of annual support. This plan will be presented to the Executive Board with recommendations for implementation within constraints of resources. The approved plan will be implemented, progress monitored and managed, and subject of regular status reporting to the Executive Board.
- 4.5 The committee will establish liaison with college and university representatives (within the territory of the Section) review educational offerings and needs that are consistent with the objectives of the Society and the Minnesota Section. Plans will be prepared, within constraints of resources, to meet these needs and presented to the Executive Board. The approved plan will be implemented, progress monitored and managed, and subject of regular status reporting to the Executive Board. Establishing an active Student Branch at each location could be a logical outcome (see MSP-O-001).
- 4.6 This committee will be responsible for two standing subcommittees as defined in the Section Bylaws:
- 4.6.1 The Certification and Recertification Subcommittee will provide relevant information about certifications offered by the Society and review recertifications according to the requirements of the Section Bylaws and National ASQ.
- 4.6.2 The Examining Subcommittee shall review and approve applications for advancement to Senior Member and shall recommend members of the Society for advancement to Fellow in accordance with Society Bylaws and policies.
- 4.7 Actively develop the leadership skills of the individual committee 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.
- 4.8 There will be full participation by the Vice Chair - Elect, Education and Advancement, in the leadership-training program.
- 4.9 Goals/objectives, including measures and in accordance with the Section Strategic Plan and this policy, will be established and provided to the SMP Chair.
- 4.10 An audit of the educational financial practices, reports and records will demonstrate fiscal responsibility.
- 4.11 Progress toward scheduled goals and plans will be summarized in a report to each Executive Board meeting.

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- 4.12 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.
- 4.13 Mission and vision statements will be established or, if established, reviewed annually and updated with necessary changes.
- 4.14 There will be an annual review of policies related to this position. Needed changes will be submitted to the Executive Board for approval.
- 4.15 Training manual materials related to this position will be maintained by this Vice Chair.
- 4.16 There will be a budget submitted for the coming year and during the year activities managed according to the approved budget.
- 4.17 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