

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

POLICY NUMBER: MSP-M-001

**SUBJECT: Position Description - Vice Chair,
Member Services and Administration**

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 the Vice Chair, Member Services and Administration 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 ensuring that key responsibilities, and tasks are performed on a timely basis by the Vice Chair, Member Services and Administration during the course of his or her tenure.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1 The Bylaws of the Minnesota Section ASQ, Article V and Article VII
- 2.2 MSP-A-005 Section and Unit Involvement with Other Organizations and Activities
- 2.3 MSP-A-011 Section Records
- 2.4 MSP-M-002 Placement Listing Service
- 2.5 MSP-M-003 Section Newsletter

3.0 SUPERSEDES

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

4.0 GENERAL DUTIES OF THE VICE CHAIR, MEMBER SERVICES AND ADMINISTRATION

- 4.1 The Section newsletter will be published as a service to the membership and will include timely subjects and coming events of interest to the target market. It will be published in a frequency which permits adequate time for reader reaction to and/or registration for events. The newsletter Editor is accountable to the Vice Chair, Member Services and Administration.
 - 4.1.1 The Vice Chair, after consultation with the newsletter Editor, and if needed, the Executive Board, may include material submitted after established deadline.
 - 4.1.2 The Vice Chair, along with the newsletter Editor and the Executive Board shall establish the maximum amount of advertising to include in the newsletter, and the advertising rates charged.

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PAGE NO: 2 of 3

Deleted: 5/2/02

- 4.2 The Historian duties will be assigned as needed in accordance with requirements for records defined in MSP-A-011.
- 4.3 A photographic history of important Section events and activities will be used for publicity, publication, and historical archives. This Vice Chair will review formal requests for photos and assign a photographer for those events and activities deemed appropriate.
- 4.4 The efficient and effective employment of the Section Administrator will be managed in a manner satisfactory with the Executive Board. The assignment of duties will be within contract and budget limitations.
- 4.5 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 assignments within the team environment.
- 4.6 Section interface with external organizations originating from this committee will be consistent with MSP-A-005.
- 4.7 An annual recruitment program with stated goals and objectives will be established to address Section membership growth and retention needs.
- 4.8 A Placement Listing Service will be administered by this office in accordance with MSP-M-002.
- 4.9 The Vice Chair Member Services and Administration shall manage (or assign) the procurement, use, maintenance and storage of the Section display booth and other items related to Section identity and promotion, such as web sites, banners, name tags and Section brochures.
- 4.10 There will be full participation by the Vice Chair - Elect Member Services and Administration, in the Section leadership-training program.
- 4.11 Goal/objectives, including measures and in accordance with the Section Strategic Plan and this policy, will be established and provided to the SMP Chair.
- 4.12 Progress toward scheduled goals and plans will be summarized in a report to each scheduled Executive Board meeting.

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PAGE NO: 3 of 3

Deleted: 5/2/02

- 4.13 A written program 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.
- 4.14 Mission and vision statements will be established or, if established, reviewed annually and updated with necessary changes.
- 4.15 There will be an annual review of policies related to this position. Needed changes will be submitted to the Executive Board for approval.
- 4.16 Training manual materials related to this position will be maintained by this Vice Chair.
- 4.17 There will be a budget submitted for the coming year and during the year activities managed according the approved budget.
- 4.18 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