

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

POLICY NUMBER: MSP-P-001

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

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, duties, authorities and accountabilities of the Vice Chair Programs 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 appointments, and tasks are performed on a timely basis by the Vice Chair, Programs 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-F-002 Position Description Treasurer
- 2.4 MSP-M-003 Section Newsletter

3.0 SUPERSEDES

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

4.0 GENERAL DUTIES OF THE VICE CHAIR, PROGRAMS

- 4.1 There will be a program with topics that are consistent with the priority needs of the marketplace (membership and community) in formats that for the time available will maximize the attendee retention and usability. Cost effectiveness of each program offering will be a key consideration.
 - 4.1.1 There will be an historical record of program attendance, date, subject, format, attendee satisfaction/dissatisfaction, and recommendations for improvement.
 - 4.1.2 Planning the program year will be based on applicable historical information, survey and benchmarking information.
 - 4.1.3 Deposits required when making program arrangements must be coordinated with the Treasurer.
- 4.2 Programs developed in cooperation with other organizations will be consistent with MSP-A-005.

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

POLICY NUMBER: MSP-P-001

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

ORIGINATION DATE: 3/21/96

ACCOUNTABILITY: Section Chair

APPROVAL DATE: 5/7/96

APPROVAL BY:

REVISION DATE: 2/4/03

PAGE NO: 2 of 3

Deleted: 5/2/02

- 4.3 Regular programs will be held with a frequency and in a format, which maximizes the ability for attendees to interact both socially and intellectually.
- 4.4 The program presentation formats will use innovative and appropriate techniques to enable each attendee involvement in the learning experience and to utilize the information for continuous improvement.
- 4.5 An active publicity and advertising program will notify the target market of the planned educational and training subjects, costs, schedule, location, format, and registration procedures.
- 4.6 Complete Program information for membership meetings held will be provided to the newsletter Editor by the established deadline (see MSP-M-003).
- 4.7 Committee leadership will 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, Programs, 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 Progress toward scheduled program committee goals and plans will be summarized in a report to each scheduled Executive Board meeting.
- 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 Mission and vision statements will be established or, if established, reviewed annually and updated with necessary changes.
- 4.13 There will be an annual review of policies related to this position. Needed changes will be submitted to the Executive Board for approval.
- 4.14 Training manual materials related to this position will be maintained by this Vice Chair.

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

POLICY NUMBER: MSP-P-001

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

ORIGINATION DATE: 3/21/96

ACCOUNTABILITY: Section Chair

APPROVAL DATE: 5/7/96

APPROVAL BY:

REVISION DATE: 2/4/03

PAGE NO: 3 of 3

Deleted: 5/2/02

4.15 There will be a budget submitted for the coming year and during the year activities managed according the approved budget.

4.16 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