Chair-elect (PAR Chair)
Section Member Leader Position Description

General Description
The chair-elect is elected in the year preceding his or her term as chair and is expected to
develop strategic direction while preparing for the next year.

Term
One year. January 1 – December 31. However, this is a two-year commitment as this position
will advance to Chair the following year.

Specific Duties and Responsibilities
• Work closely with the chair to learn how to manage the section.
• Establish the section’s business plan for the year and develop the internal systems for
  implementing the plan.
• Preside over the section in the absence of the chair.
• Attend all Section Leadership Committee (SLC) meetings and general membership
  meetings.
• Perform duties as directed by the Chair or section policies.
• SUGGESTED: the chair-elect should assume the duties of the PAR chair within the section
to ensure that minimum requirements are met and section planning occurs.
• Along with the chair, the chair-elect should work with the SLC to set goals/metrics that
  support the section management process.
• Along with the chair, the chair-elect should ensure that the SLC report on activities
  performed, status of performance against goals/metrics, etc.
• All officers are responsible for submitting and updating the section officer and committee
  lists with HQ via the online submission form.
• Uphold Society Bylaws, Policies & Procedures, and the Section Operating Agreement.

Qualifications
• Must be a Full, Senior, Fellow, or primary contact of an organization ASQ member in good
  standing.
• Possess high level of leadership, management, and organizational skills.
• Should have basic knowledge of Society operations, bylaws, and policies and procedures.
• Preferably will have some prior experience in budgeting and business planning.
• Willingness to assume the role of Chair if the position is vacated during the term.
• Willingness to share contact information for section business purposes.
• Willingness to provide email address for volunteer information from headquarters.

Time Commitment
Approximately 6 – 8 hours per month (outside of SLC and general member meetings).
Resources

The following resources, and others, can be found on www.asq.org. Sign in as a member.

- ASQ Governing Documents (All S policies relate to section operations)
- Member Leader Community of Practice
  - PAR resources and tools
  - Membership lists and reports
  - Online officer and committee list submission form