



Recertification Chair

Section Volunteer Position Description

General Description

Coordinate and manage section activities related to ASQ's recertification program. Help section members with the recertification process.

Term: One year.

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the Section's management process as they relate to recertification.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for recertification.
- Evaluate applications for recertification and validate areas of professional activity.
- Ensure timely submission of information to ASQ headquarters.
- Maintain contact with applicants to communicate status of their application.
- Provide timely information related to the submission of recertification application/journals to the newsletter editor.
- Attend SLC meetings and general membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Must hold one of ASQ's certifications requiring recertification.
- Should possess strong organization skills.

Time Commitment

Approximately 2 – 4 hours per month (outside of SLC and membership meetings). The recertification deadlines are June 30 and December 31 annually; the busiest months are generally May/June and November/December.

Resources

The following resources, and others, can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

- Certification Information for ASQ Sections

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

- Society Policies and Procedures (A11: Certification Program; A12: Recertification Program; G7: Member Information Disclosure and Use)
- ASQ Certification and Recertification information
- ASQ Volunteer Area (SharePoint site index, membership lists, internet liaison access, online officer entry, find a volunteer)