



# Examining Chair

## Section Position Description

### General Description

Advises section members on the qualifications of advancement in membership grade and takes recommendations to the Society's Examining Committee Chair for [advancement in to the membership grade of Fellow](#).

### Term

One year. January 1 to December 31.

### 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 membership advancement and retention.
- Encourage section members with proper qualifications to advance in membership grade. Coordinate section communication of advancement qualifications to members. Possibly identify and contact potential Senior members and advise them of the qualifications and process to advance to this grade of membership in accordance with Society policy and procedures.
- Identify and contact potential candidates for advancement to the grade of ASQ Fellow. For those interested in advancement, sponsor the section member as a Fellow nominee and work with them to develop the nomination packet in accordance with Society policy and procedures.
- Submit all Fellow nominations and supporting documentation to the ASQ Society Examining Committee by **July 1** of each calendar year. The Society Examining Committee will make final recommendations for approval to the Board of Directors to be voted on during the November meetings.
- Attend SLC and general membership committee meetings.
- [Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement](#).

### Qualifications

Recommended: ASQ Senior or Fellow member in good standing with strong organizational and communication skills.

### Time Commitment

Approximately 10 hours per year depending on the size of the Section and the number of members requesting to upgrade their membership status.

### Resources

The following resources can be found on [www.asq.org](http://www.asq.org). Sign in as a member.

- [ASQ Policies and Procedures](#):
  - [G-2 Qualifications for Grades of Members](#)
  - [G-3 Process and Qualifications for Advancement to the Grade of Fellow](#)
- Membership Area [Fellow nomination process](#)