



# Recertification Chair

## Section 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. 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 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

<http://asq.org/member-leader-community/index.html>

The following resources can be found on [www.asq.org](http://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](#)
- [Member Leader Community of Practice](#) (SharePoint site index, membership lists, , find a member leader)