



# Division Secretary

## Member Leader Position Description

### Term

One year or two years, as defined in the division's Division Management Agreement  
January 1 to December 31.

### Specific Duties and Responsibilities

- Participate as an active member of the division council.
- Assist in preparation of the division reports.
- Assist in the preparation of the yearly division operating budget.
- Give notice of all annual and special meetings; keep true and accurate record of those meetings and submit all approved meeting minutes to ASQ Headquarters.
- Perform other duties, not specifically covered here, as authorized or directed by the division council or other instructions in the [Division Management Agreement](#) and Division Procedures.
- Receive nomination petitions per the provisions in the Division Management Agreement.
- Appoint one or more deputies, if desired, and delegate duties to these deputies as approved by the division council. Deputies shall be regular members of the division.
- Receive written division council member resignation requests.
- Other duties as assigned by the division chair and/or division council.

### Qualifications

- Full, Senior, or Fellow ASQ member of the division and society in good standing.
- Total support of his or her employer; if not, the individual has the financial resource and personal time available to regularly attend and actively participate in division affairs.
- A member of the society for a minimum of one year prior to the start of his or her term.
- Interest in and commitment to serving the division in a voluntary management capacity.
- Have the best interest of the division and society at heart and will not knowingly enter into a perceived/potential conflict of interest situation.