



1.0		DESCRIPTION OF ROLE
1.1	Functions as the chief executive officer of the Technical Community providing leadership and overall management to ensure the defined mission and goals are met.	
1.2	The Chair has the primary responsibility for representing the Technical Community to its members and to the Society.	
1.3	Oversees all aspects of Technical Community (Member Unit) management and leads all Member Unit member leaders.	
1.4	<p>One- or two-year terms for each elected position.</p> <p>Maximum of two (2) consecutive years holding a single elected position.</p> <p>A member leader can hold a position more than once as long as there is at least one term period between holding that position.</p>	

2.0		QUALIFICATION OF ROLE
2.1	Be a Professional, Senior, or Fellow member of the Technical Community and Society in good standing.	
2.2	The ideal candidate should have:	
	2.2.1	Experience generating QBOK.
	2.2.2	Good interpersonal skills.
	2.2.3	Good communication skills.
	2.2.4	The ability to resolve conflict/the ability to bring people to consensus.
	2.2.5	Project management skills.
	2.2.6	Financial acumen; the ability to develop a budget and operate to it.
	2.2.7	A strategic mindset.
2.3	Has the best interest of the Technical Community and Society at heart and will not knowingly enter into a perceived/potential conflict of interest situation.	
2.4	Has prior experience in budgeting and business planning.	
2.5	Possesses leadership, management and organizational skills.	
2.6	Working knowledge of Society bylaws, policies, and procedures, and relevant Member Unit operations.	
2.7	Provides contact information for Society and Technical Community business and communication purposes.	
2.8	Complies with ASQ requirements and follows basic practices to manage and communicate to the Technical Community.	
2.9	<p>Must have served at least one other member leader (elected or appointed) position within the Technical Community (ex. committee or sub-committee chair, audit or certification chair).</p> <p>In the event a candidate is presented that has not held a leadership position with the Technical Community, this exception shall be submitted to the Advisory Group for approval.</p>	



3.0 RESPONSIBILITIES	
<b>3.1</b>	Upholds Society bylaws, policies and procedures, ASQ Code of Ethics, conflict of interest agreement, and Member Unit Operating Agreement.
<b>3.2</b>	Appoints standing and additional committee chairs.
<b>3.3</b>	Ex-officio member of all Technical Community committees.
<b>3.4</b>	Participates in ongoing communication with ASQ.
<b>3.5</b>	Presides over Technical Community Leadership Team and member meetings.
<b>3.6</b>	Leads the development of the Technical Community business plan and budget with Leadership Team.
<b>3.7</b>	Maintains relationship with Segment Leader, Segment Manager, and ASQ headquarters.
<b>3.8</b>	Submits additional funding requests to the Segment Leader and Segment Manager in accordance with the TCC Budget Variance/Deviation Request.
<b>3.9</b>	Ensures the Technical Community is providing member value.
<b>3.10</b>	Assists in the preparation of and submit the Technical Community's annual report.
<b>3.11</b>	Conducts at least quarterly Leadership Team meetings, one of which will be an annual meeting open to all Technical Community members.
<b>3.12</b>	Exercises other powers and perform other duties authorized or directed by the Member Unit Operating Agreement, Technical Communities Council (TCC), policies and procedures and ASQ bylaws.
<b>3.13</b>	If an elected position reporting to the Chair cannot fulfill the requirements of an elected position: If it is past the mid-point of the term: The Chair will appoint a member leader to replace the incumbent for the remainder of the term. If it is less than the mid-point of the term: The Chair will work with the nominating chair to identify a member leader to replace the incumbent. The election process may be required if two members seek the open position.
<b>3.14</b>	Works with the Technical Community Leadership Team to set goals/metrics to support members.
<b>3.15</b>	Ensures Technical Community Leadership Team reports on activities performed, status of performance against goals/metrics, etc.
<b>3.16</b>	Designates a member leader as liaison to the Technical Program Committee (TPC) for the purpose of developing and submitting presentation proposals to the TPC in support of the World Conference on Quality and Improvement (WCQI).

4.0 MEASURES OF ROLE	
<b>4.1</b>	Ensure the creation of a business plan and budget focused on providing member value.
<b>4.2</b>	Ensure all key dates are communicated and met.
<b>4.3</b>	Call appropriate meetings of the Technical Community and Technical Community Leadership Team.
<b>4.4</b>	Represent Technical Community at scheduled TCC and Segment meetings; as needed, appoint an appropriate alternate.
<b>4.4</b>	Submit Technical Community reports per TCC procedure and TCC Key Dates Calendar.



**FUNCTION:** MEMBER COMMUNITIES

**SUB-FUNCTION:** Technical Communities

**TYPE:** Position Guide

**NAME OF POSITION:** Technical Community Chair

**APPROVAL DATE:** 20190522

**EFFECTIVE DATE:** 20190531

	<b>4.5</b>	Submit and update officer and committee lists with HQ via the online submission form in accordance with the Minimum Requirements Report.
	<b>4.6</b>	Conduct correspondence and maintain custody of documents associated with the duties of the office.
	<b>4.7</b>	Ensure the creation of a business plan and budget focused on providing member value.

**5.0 ASSOCIATED GOVERNANCE DOCUMENTS**

	<i>Policies</i>	Technical Communities Council Policy
	<i>Procedures</i>	Technical Community Structure
	<i>Work Instructions</i>	N/A
	<i>Templates</i>	N/A
	<i>Forms</i>	N/A
	<i>Position Guides</i>	N/A

**6.0 REVISION NOTES**

	<i>Description of Current Revision</i>				
	<i>Type of Revision</i>	<input checked="" type="checkbox"/>	Standard Revision	<input type="checkbox"/>	Temporary Deviation
	<i>Deviation Termination Date (If Applicable)</i>	N/A			
	<i>Proposing Individual/Group</i>	Technical Community Council			
	<i>Date of Review (Bylaws Committee)</i>	Date: 20190522			
	<i>Designated Approval Authority</i>	Technical Community Council			
	<i>Approval Date</i>	Date: 20190522			
	<i>Effective Date</i>	Date: 20190531 Note: (If Applicable)			

**7.0 GOVERNANCE DOCUMENT HISTORY**

	<i>Governance Document ID</i>	<i>Revision Date</i>
		YYYYMMDD