ASQ Houston 1405 Programs Committee

Main Functions:

- Identify, coordinate, and book featured presentations for the monthly professional development meetings, and special events of section 1405.
- Provide integrated and stand-alone networking events throughout the year such as Facility Tours and partnered events with similar professional organizations.

Programs Chair:

- Work with Section Leadership Team to set goals/metrics (business Plan) to support the member unit's management process as they relate to programs and activities development.
- Communicate/report to the Section Leadership Team activities performed, status of performance against goals for member unit program and activities development. Ongoing via Yammer.com
- Determine focus of member unit events and programs.
- Solicit speakers to match topics.
- Work with arrangements chair, to coordinate speaker needs.
- Ensure that all necessary info Shipul newsletter has been given to Communications Chair to broadcast events in a timely manner
- Follow-up with Speakers and key event coordinators
- Attend Section Leadership Team meetings and general membership meetings.
- Review information in Speaker Repository for timely entry and accuracy (Google Drive)
- Organize committee meetings on a regular basis
- Uphold society bylaws, policies and procedures, and section operating agreement or division management agreement.

Events Leader:

- Work with arrangements chair, if applicable, to coordinate events’ needs.
- Show-up at events early to assist with A/V setup, room/seating prep
- Assist with Speaker solicitation and follow-up.
- Attend general membership meetings and committee meetings.
- Uphold society bylaws, policies and procedures, and section operating agreement or division management agreement.
Data Entry & Communications Leader:

- Assist with advertising events on the ASQ website and other marketing platforms like social media and printed journals.
- Enter Speaker contact information on Google Drive
- Enter Speaker Photo, Bio, and presentation summary on ASQ Houston event page
- Work with newsletter editor (Communications Chair) to publish events in a timely manner
- Uphold society bylaws, policies and procedures, and section operating agreement or division management agreement.
- Attend general membership meetings and committee meetings