

Midwest Regional Chapter Society of Quality Assurance



Position Description of Director

Requirements for Office

Member of Midwest Regional Society of Quality Assurance

Term

Two years as Director

Responsibilities

- Attend chapter board meetings
- Attend chapter meetings
- Chair one of the following committees (see PD for each Chair):
 - Audit
 - Communications
 - Membership
 - Nominating
- Transfer all historical records (as applicable) to incoming officer

Estimated Time Commitments

- Three to four days/year for chapter meetings
- Board of Directors Meetings. Meeting duration is approximately 1 hour. Additional time may be needed to prepare for the meeting or to follow-up on action items after the meeting. Meetings typically occur on a monthly basis.
- Planning Committee Meetings. Meeting duration is approximately 1 hour. Additional time may be needed to prepare for the meeting or to follow-up on action items after the meeting. Meetings typically occur on a monthly basis.
- Total time per year is estimated at 80 hours