

Midwest Regional Chapter Society of Quality Assurance



Position Description of Vice-President

Requirements for Office

Member of Society of Quality Assurance and Midwest Regional Society of Quality Assurance

Term

One year as Vice-President; one year as President; one year as immediate Past-President

Responsibilities

- Assist the President in the performance of his/her duties
- Assume the role of President in the absence or incapacity of the President
- Attend chapter meetings
- Attend Board of Directors (BoD) meetings
- Back-up to MWSQA President on the Regional Chapters Presidents Committee (RCPC)
- Work closely with President and the BoD to provide continuity during officer transitions
- Transfer all historical records to the incoming officer
- Chair of Program Planning Committee – responsible for planning chapter meeting(s) for the year of office. Responsibilities of the Program Planning Committee Chair include:
 - Arrange and preside over Planning Committee meetings
 - Prepare and distribute Planning Committee meeting agendas and meeting minutes to all committee members
 - Develop a meeting budget to be approved by the MWSQA BoD
 - Develop the meeting curriculum in conjunction with sponsor and planning committee members
 - Attempt, whenever possible, to have all GXP disciplines represented at chapter meetings
 - Inform the BoD of any financial issues concerning the chapter meetings and request additional funding when necessary
 - Ensure corporate sponsors are recognized at chapter meetings
 - Contact local area sponsors to provide support for chapter meetings
 - Request regulatory participation at chapter meetings
 - Invite a representative from the SQA BoD to provide an update of SQA activities and initiatives
 - Assure all activities listed on the Planning Committee Checklist are appropriately addressed
 - Coordinate the writing of thank you letters to speakers, vendors and sponsor(s)

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.
- Additional time to perform aforementioned responsibilities (average 1-2 hours per week)
- Total time per year is estimated at 150 hours