

*Midwest Regional Chapter  
Society of Quality Assurance*



## CHAPTER PROCEDURE

<b>Title:</b>	<b>Chapter Procedures and Position Descriptions</b>
<b>Date of Approval:</b>	<b>17 December 2009</b>

### PURPOSE/SCOPE

This procedure describes the responsibility for initiation, review, revision, maintenance and required format of Chapter Procedures and Position Descriptions developed for use by the Midwest Regional Chapter Society of Quality Assurance (MWSQA).

### INTRODUCTION

Chapter procedures and Position Descriptions will contain sufficient detail for the consistent performance of the task by the responsible MWSQA officer, committee chair, co-chair(s) and committee. All chapter procedure(s) (CP) and position description(s) (PD) will be reviewed every other year when new Board of Directors (BoD) members take office. Any MWSQA member in good standing may recommend changes to an existing CP or PD, or suggest the need for a new document by contacting any MWSQA BoD member.

### DEFINITIONS

**Board of Directors (BoD):** The governing body of the MWSQA, which includes the President, Vice-President, Past-President, Secretary, Treasurer and four Directors.

**Chapter Procedure (CP):** A BoD-approved, written procedure that describes how routine chapter operations will be performed.

**Position Description (PD):** A BoD-approved, written document that outlines the eligibility requirements, term of office and responsibilities of an elected officer, or appointed committee chair, co-chair(s) and committee.

**Date of Approval:** The date of the meeting that the majority of the BoD members vote to approve the CP or PD as written.

**Owner:** The assigned CP or PD author, generally the person presently in that office or chair of the referenced committee.

### PROCEDURE

1. Assign the appropriate owner to author/revise the CP or PD.

### RESPONSIBILITY

Past-President

## Procedures and Position Descriptions

PROCEDURE	RESPONSIBILITY
2. Format each CP to include the purpose/scope, an introduction and/or definitions (if required), a description of each procedure and designation of the party(s) responsible for that procedure.	Owner
3. Format each officer/administrator PD to include the requirements for the office or contracted position, the term and responsibilities.  Format committee PDs to define the committee composition and describe the chair, co-chair(s), and committee responsibilities.	Owner
4. Circulate the dated draft document to the full BoD for their comments and revise as necessary. Upon completion of revisions, submit the final draft to the BoD for final review and approval.	Owner
5. Approve the final draft CP or PD.	BoD
6. Record the review and approval in the BoD meeting minutes. Assign the approval date to the finalized CP or PD.	Secretary
7. Maintain a master list and electronic copy of each current, approved CP or PD. Submit an electronic and paper copy to the Historical Committee Chair and an electronic copy only to the MWSQA Web liaison.	Past President
8. Assure that each currently approved CP and PD is posted on the appropriate MWSQA website page.	Past President
9. Maintain an electronic and paper historical file of all approved CP and PD documents.	Historical Committee Chair
10. Forward electronic copies of the current, approved CP and PD documents to all members of the BoD prior to annual review.	Past President
11. The periodic review will commence at the time the new BoD members take office and will be completed in the calendar year.	BoD
11.1 Review relevant PDs for accuracy and understanding.	Respective BoD member

## Procedures and Position Descriptions

<b>PROCEDURE</b>	<b>RESPONSIBILITY</b>
11.2 Review committee CPs.	Respective Committee Chairs
11.3 Review and approve by the BoD either by eVote or as an agenda item during the monthly BoD meeting.	BoD
11.4 Record the approval in the BoD meeting minutes. Assign the approval date to the finalized CP or PD.	Secretary
11.5 Update the master list and electronic copy of each approved CP or PD. Submit an electronic and paper copy to the Historical Committee Chair and an electronic copy only to the MWSQA Web Master.	Past President
11.6 Assure that the appropriate MWSQA website page is updated with all current approved CP and PD.	Past President
11.7 Maintain an electronic and paper historical file of all approved CP and PD documents.	Historical Committee Chair
11.8 Forward electronic copies of the current, approved CP and PD documents to all members of the BoD prior to periodic review.	Past President

Owner: Past President