

Section Calendar

1.0 Purpose

This procedure defines the methods used to identify and schedule activities that recur on an annual basis.

2.0 Definitions

NONE

3.0 Identifying Recurring Section Activities and Creating the Section Calendar

3.1 Near the beginning of each fiscal year, and preferably in connection with strategic planning, the Section Chair shall draft the section Calendar for the next year, using the following as input:

- Section activities from the current and previous years
- Requirements from ASQ National
- Known commitments, such as a conference

See example, Attachment 1. The draft Calendar should be reviewed for concurrence by the Executive Team, including the incoming Section Chair.

3.2 The Section Chair should use the calendar to train and/or inform incoming board members of expected upcoming activities.

3.3 The incoming Section Chair and board members should monitor the calendar and use it to plan section activities, updating it where necessary. The Section Chair shall consider publishing the Calendar to members in a newsletter.

4.0 Documentation

4.1 The latest version of the Section Calendar should be stored in accordance with the section's Records procedure.

REVISION REGISTER

Date	Revision Description	Page No.	Initials
4/30/06	Original Development	n/a	BMP

