 Section Operating Procedure ISO 9001 – ASQ Pittsburgh Section	Document #: ASQPS-002	Rev.: 0
	Title: Section Turnover	Page #: 1 of 3

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
0	Initial Release	Brien Palmer	1/13/07


REFERENCE DOCUMENTS	
Document Number	Document Title
ASQPS-000	ASQ Pittsburgh Section Quality Manual, Section TBD
TBD	Section Calendar
TBD	Succession Planning and Elections

1. Purpose

This procedure defines the methods used to provide continuity to section operations through turnover of operations from one fiscal year's board to another.

2. Definitions and Acronyms

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|-----|-------------|---|
| 2.1 | Author | Person designated to create or revise a document or Quality System data. |
| 2.2 | Data | Quality System information used to control the process that affects the final product (e.g. reference values, benchmarks). |
| 2.3 | Document | Quality System procedure, work instruction, manual, or associated form which is used to control the processes that affect the quality of the final product. |
| 2.4 | Master List | List which identifies the Quality System documents and data and includes current revision status. This list can be found at...
http://http://www.asqpgh.org/proced.html . |

	Section Operating Procedure ISO 9001 – ASQ Pittsburgh Section	Document #: ASQPS-002	Rev.: 0
Title: Section Turnover		Page #: 2 of 3	

3. Turnover Process

- 3.1 The turnover process is managed by the current Chair, for the benefit of the incoming Chair and Board members.
- 3.2 The section Chair will report to ASQ National the names of the elected officers, typically by April.
- 3.3
 - 3.3 a During the final quarter of the fiscal year, then current Chair and the Chair-Elect will agree on the next year’s committee chairs.
 - 3.3 b The ideal “career path” for a board member is starting as a project team member (like a conference committee) or an understudy. Next, they should lead one of these positions: Programs, Conference or Education or a prominent task force like the Economic Case for Quality or a thriving Focus Group, as these are activities that season a person and assure the Section of their dedication and ability. Subsequently, the person should progress as follows: officer→chair elect→chair→Immediate past chair→board of advisors.
 - 3.3 c Each board member should use every opportunity to meet “new” people at dinner meetings, focus groups, conferences, etc. Make them feel welcome, and see if they would like to become more involved in ASQ. It is usually best to start in a small way, so as not to intimidate the person. (Don’t press to hard—“no” is a perfectly acceptable answer.)
- 3.4 The board should regularly (e.g., at board meetings) compare notes on candidates for advancement, and the immediate past Chair should update the talent pool list accordingly.

4.0 Elections

Near the end of the calendar year, the Chair will initiate the elections nomination process as described in the Section Bylaws.

5.0 Turnover – Festivities and Prerequisite Preparation

A turnover dinner is held on or around the eve of the date for new officers to begin serving their terms. Prerequisites for the turnover dinner include...

- Bank signature cards prepared and executed.
- Incoming treasurer orientation complete.
- Small gifts or other forms of recognition obtained for the prior year’s board members.

6.0 Documentation

The next year Section Calendar will be prepared by the current Chair and Chair-Elect and stored in accordance with the section’s Records procedure. See Attachment 1 - Example of a Section Calendar.



Section Operating Procedure

ISO 9001 – ASQ Pittsburgh Section

Document #:

ASQPS-002

Rev.:

0

Title:

Section Turnover

Page #:

3 of 3

Attachment 1 Example of a Section Calendar

Section Calendar for July 1, 2006 to June 30, 2007

Date	Event
July 1	New section fiscal year begins
	Financial audit to be held
	Financial audit report do to ASQ National
August	First newsletter (with calendar and course schedule)
	Report on 2005-06 due to ASQ National
September	September Dinner meeting
October	October Dinner meeting
November	November Dinner meeting
December	December Dinner meeting
January	January Dinner meeting
February	February Dinner meeting
March	March Dinner meeting
	Officer's names due to ASQ National
April	April Dinner meeting
May	May Dinner meeting
June (TBD)	Turnover Dinner meeting