Section 903 Vice Chair Transition Checklist

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| Equipment/Physical Assets to turn over: | Initial and Date |
| None | N/A |
| Intangible Assets to turn over: | Initial and Date |
| Vice Chair Web address – Ensure new Chair’s personal email account is linked to ASQ Vice Chair address  |  |
| Records to turn over: | Initial and Date |
| The previous year’s business plan – to be submitted to National in September of the ending year (E.g. 2010-2011 Business plan will be submitted to National on Sept. 2011). It is past Vice Chairs responsibility to ensure completion, but current Vice Chair’s responsibility to submit to National. |  |
| Knowledge Transfer: | Initial and Date |
| Incoming chair should review the information at <http://asq.org/member-leader-community/positions/additional-section/index.html> (click on Vice-Chair) to become familiar with the resources available. |  |
| Incoming chair should review the local section website at <http://www.indyasq.org/> and the Governance Tab to become familiar with the resources available. |  |