

# Business Plan for Section ASQ Las Vegas Section 0705

Submit your section's 2008-09 business plans to HQ ([smp@asq.org](mailto:smp@asq.org)) and your RD by October 1, 2008.  
Achieve 75% of your goals and submit completed plan and cover letter to HQ ([SMP@asq.org](mailto:SMP@asq.org)) and your RD by September 1, 2009.

Objective	Activity Title	Activity Description	Activity Date(s)	Measure	Goal	Status^	Results‡	% of Goal Achieved‡	Contact*	Comments
Increase Member Satisfaction	Section Meetings	Hold at least 6 section membership meetings with speakers	07/08-06/09	Meeting attendance rosters	Regularity of meetings and consistent attendance	O			Secretary and Program Chair	
Increase Member Satisfaction	Facility/Plant Tour	Organize at least one facility/plant tour per year	TBD	Meeting attendance rosters	Increase quality interaction with local enterprises				Secretary and Program Chair	
Increase Member Value	Membership Communication	Ensure there are at least 4 membership communications per year (ASQLV Quick News, Meeting Announcements, Newsletters, Postcards, etc.)	On-going	Quick News and Newsletter postings to the Website	Ensure communication through electronic means or by mail on a regular basis				Secretary, Membership, and Newsletter Chairs	
Increase Member Value	Website Maintenance	Maintain ASQLV Website to ensure that information is current and relevant to section business	On-going	Website statistics and Member Survey responses	1) Ensure website is available at least 95% of the time. 2) Continue to populate calendar of events as events are determined and scheduled. 3) Continue postings and usage by members and non-members	O			Webmaster	
Increase Member Value	Organize Local ASQ Exams	Organize site and proctors for ASQ Exams	On-going	Covering all scheduled local exams	To provide secure site and efficient proctoring				Certification Chair	
Increase Member Value	Exam Notification	Post on Web Site and include in Newsletters, notices of upcoming exam dates and requirements (if applicable)	On-going	Cover all ASQ scheduled exams	Inform potential participant to register on time				Secretary, Certification, and Newsletter, Chairs	

<b>Objective</b>	<b>Activity Title</b>	<b>Activity Description</b>	<b>Activity Date(s)</b>	<b>Measure</b>	<b>Goal</b>	<b>Status<sup>^</sup></b>	<b>Results<sup>‡</sup></b>	<b>% of Goal Achieved<sup>‡</sup></b>	<b>Contact<sup>*</sup></b>	<b>Comments</b>
Increase Member Value	Seminars and assistance with ASQ Certifications	Organize at least one seminar, training event or certification exam preparation course on a specific topic	TBD	Meeting attendance rosters	1) Increase ASQLV sponsored educational opportunities to membership. 2) Minimum of 50% attendance of those that sign-up for prep course				Education Chair	
Increase Member Retention	Identify Member Needs to Increase Member Retention and Participation	Use surveys via the Web, during meetings, and by other means to identify ways to increase member participation, and thus retention	On-going	Meeting attendance / committee participation	Consistently maintain average member meeting / tour attendance event to event				Vice-Chairperson and Membership Chair	
Increase Member Retention	Maintain Section Membership	Ensure section membership lists are maintained and that every new and renewing member are welcomed into the group	On-going	Membership Database	Maintain Section membership levels of at least 125				Vice-Chairperson, Secretary, and Membership Chair	
Increase Member Retention	Publicize Section Events	Increase publicity for section events through web sites, newspapers and other publications	On-going	Meeting attendance / Increase in new attendees	Gain continued diversity in member attendance				Marketing Chair	

**Columns with bold headings are required.**

<sup>^</sup> This can be used for tracking progress. A common legend to use: A (ahead of schedule), B (behind schedule), O (on schedule), C (complete), H (on hold), D (dropped)

<sup>‡</sup> These columns must be filled in when plan is submitted for the Total Quality Award.

<sup>\*</sup> Who is responsible for this activity?