



OPERATING GUIDELINES

EDUCATION AND PROGRAM PLANNING COMMITTEE

I. OBJECTIVE

To describe the responsibilities and procedures of the Education and Program Planning Committee. The Committee will explore the educational needs of Quality Assurance Professionals, as well as planning all of the MARSQA membership meetings.

II. GENERAL DUTIES

- A. The Education and Program Planning Committee will hold meetings on an as needed basis and otherwise keep in contact via phone, fax and mail. The purpose of these meetings is to set goals and determine how to reach them.
- B. Prepare a committee update for the **MARSQA** Board of Directors meeting.

III. SPECIFIC DUTIES

- A. Develop and present training programs in regulatory compliance and related areas.
- B. Provide professional enhancement training for needs identified by members.
- C. Develop educational materials such as pamphlets, manuals and videos.
- D. Schedule and coordinate all MARSQA membership meetings and/or events.

IV. PROCEDURES

- A. The Chairperson(s) will choose volunteers from the **MARSQA** membership. Sub-committees may be formed as decided by the committee to address specific training or membership needs.
- B. Handling Registration for Training Events
 - 1. All registration for events will be handled by SQA.

V. RECORDS

- A. No formal minutes will be issued. However, a memo summarizing each meeting will be provided to the **MARSQA** President and Historical Committee for archiving.

VI. TIME REQUIREMENTS

- A. Approximately four Committee meetings will be held per year. Additional meetings will be scheduled as required.
- B. The Chairperson(s) is invited to attend the **MARSQA** Board of Directors meetings which are held at least three times a year for half or full day sessions.