



OPERATING GUIDELINES

NEWSLETTER COMMITTEE

I. OBJECTIVE

To describe the responsibilities and procedures of the Newsletter Committee.

The Committee will develop and issue a newsletter at least three times per year (winter, summer, and fall, as appropriate), to be distributed to MARSQA members and other selected individuals.

II. GENERAL DUTIES

- A. The Committee will meet, in person or via teleconference, to determine the content, timelines and responsibilities of the newsletter.
- B. Committee meetings will be held on a regular basis.
- C. The Committee will develop each edition of the newsletter by: 1) authoring or soliciting authors to report on issues which are relevant to **MARSQA QA** professionals; 2) requesting reports or information from the Board of Directors; 3) obtaining current updates from the Committee Chairs; 4) receiving and coordinating advertisements; and 5) other means and methods, as appropriate.
- D. Invoices for copying, processing and/or mailing will be sent to SQA or the Treasurer for processing and payment, as appropriate.
- E. A Committee update will be provided at the **MARSQA** Board of Director's meetings.

III. SPECIFIC DUTIES

- A. Ensures newsletters are distributed to the **MARSQA** membership and other selected individuals in a timely manner, either by mail or electronically.
- B. Coordinates the establishment of appropriate timelines to ensure that tasks are completed in an adequate timeframe to assure the final distribution date is met.

IV. PROCEDURES

- A. Approximately one week prior to the expected distribution, the newsletter will be reviewed and proofread by at least two Committee members.
- B. The **MARSQA** newsletter will be distributed to **MARSQA** members either by mail or electronically. At the discretion of the Board of Directors, the newsletter may be periodically distributed to previous **MARSQA** members, to non-members in the **MARSQA** geographical area or to other selected individuals.
- C. Each issue of the newsletter will be identified by a volume (year) and issue number. (vol. 14 for 2010, issue 2 for second edition of the newsletter in that year)

V. RECORDS

- A. Minutes of Committee meetings, if taken, will be provided to each Committee member, the **MARSQA** President and to the Historical Committee for archiving.
- B. Copies of each edition of the newsletter (hard or electronic copy) will be forwarded to the Historical Committee for archiving.

VI. TIME REQUIREMENTS

- A. The following approximate time requirements are necessary for each edition of the newsletter:
 - Three to four months to collect newsletter copy.
 - One to two weeks to assemble/format
 - Approximately one week for proofreading/review by at least two Committee members
- B. The Chairperson(s) is invited to attend the **MARSQA** Board of Directors meetings.