



OPERATING GUIDELINES

PROCEDURE MANAGEMENT

I. OBJECTIVE

This procedure describes the responsibility for initiation, review, revision, maintenance or retirement of all Operating Guidelines (OGs), which includes Committee Descriptions (CDs), Position Descriptions (PDs) and other OGs such as Policies describing the issuance of Awards, developed for use by the Mid Atlantic Region Society of Quality Assurance (MARSQA).

II. GENERAL DUTIES

All OGs will contain sufficient detail for the consistent performance of the task by the responsible MARSQA officer, committee chair, co-chair(s) and committee. All OGs such as CDs and PDs will be reviewed every other year when new Board of Directors (BoD) members take office. Any MARSQA member in good standing may recommend changes to an existing OG or PD, or suggest the need for a new document by contacting any MARSQA BoD member.

III. DEFINITIONS

- A. **Board of Directors (BoD):** The governing body of the MARSQA, which includes the President, Vice-President, Past-President, Secretary, Treasurer and four Directors.
- B. **Operating Guidelines (OG):** A BoD-approved, written guideline that describes how routine chapter operations will be performed.
- C. **Committee Description (CD):** A BoD-approved, written document that outlines the routine committee operations that will be performed by the Chair and/or Co-Chair committee.
- D. **Position Description (PD):** A BoD-approved, written document that outlines the eligibility requirements, term of office and responsibilities of an elected officer, or appointed committee chair, co-chair(s) and committee.

- E. **Date of Approval:** The date of the meeting that the majority of the BoD members vote or the date of a eVote to approve the CD or PD as written.
- F. **Owner:** The assigned CD or PD author, generally the person presently in that office or chair of the referenced committee.
- G. **Policy:** A principle or rule to guide decisions and achieve rational outcome.

IV. PROCEDURE	RESPONSIBILITY
A. Assign the appropriate owner to author/revise the OG.	Past-President
B. Format each PD to include the Objective, Term of Office, Duties, Procedures for holding that position, requirements for Record keeping and Time Requirements.	Owner
C. Format each CD to include the Objective, General and Specific Duties required, Procedures for conducting the committee, requirements for Record keeping and Time Requirements.	Owner
D. For all other OG, such as guidelines for issuance of MARSQA Awards, or related policies, format those to include similar sections like Objective, Scope or Introduction and the general procedural or operating items necessary.	Owner
E. Circulate the dated draft document to the full BoD for their comments and revise as necessary. Upon completion of the revisions, submit the final draft to the BoD for final review and approval.	Owner
F. Approve the final draft.	BoD
G. Record the review and Date of Approval in the BoD meeting minutes or in the next subsequent BoD meeting minutes if obtained by eVote and outside of a regularly scheduled BoD meeting. Assign the approval date to the finalized document.	Secretary
H. Maintain a master list and electronic copy of each current, approved OG. Submit an electronic and paper copy to the Historical Committee Chair and an electronic copy only to the MARSQA Technology Committee Liaison.	Past President
I. Assure that each currently approved OG is posted on the appropriate MARSQA website page and forwarded to SQA.	Past President

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| J. | Maintain an electronic and paper historical file of all approved documents. | Historical
Committee Chair |
| K. | Forward electronic copies of the current and approved OG's to all members of the BoD prior to annual review. | Past President |
| L. | The periodic review will commence at the time the new BoD members take office and will be completed in the calendar year. | BoD |
| M. | Any CD or other OG (with the exception of PD) determined to no longer be relevant, may be retired upon the approval of the BoD either by eVote or as an agenda item at one of the monthly meetings. | Past President |
| N. | Any retired document will be noted in the Master Index maintained by the Past President and will be noted to SQA and the Technology Committee Liaison.to be sure that retired document is removed from public view. | Past President |