



OPERATING GUIDELINES

PROGRAM COMMITTEE

I. OBJECTIVE

To describe the responsibilities and procedures of the **Error! Reference source not found.** Committee. The Committee will develop educational programs, make arrangements for speakers or other features and arrange for meeting places for membership meetings. The **Error! Reference source not found.** Committee will look to organize approximately three half-day meetings per year.

II. CHAIRPERSON(S) DUTIES

- A. The **Error! Reference source not found.** Committee Chairpersons reports to the Vice President.
- B. Documentation of the key decision and other pertinent information from the **Error! Reference source not found.** Committee and disseminates to all other committee members, MARSQA President and Historical Committee.
- C. To reduce the cost of the membership meetings, the **Error! Reference source not found.** Committee will solicit corporate sponsorship.
- D. The Chairperson(s) will attend MARSQA Board of Director Meetings, or, if unavailable, ensure representation of the committee at these meetings..
- E. The **Error! Reference source not found.** Committee will liaise with the MARSQA Board and SQA to ensure the membership is notified of the upcoming meetings at least four weeks in advance.

III. SPECIFIC DUTIES

- A. Design and conduct MARSQA membership programs to allow and encourage all members to contribute time and effort while maintaining overall direction and ensuring completion of all activities. Keep track of all activities.
- B. Ensure program announcements are complete, correct and sent to members in a timely fashion (see item **Error! Reference source not found..E**).
- C. Work with the Historical Committee to ensure a photographer is available at the meetings
- D. Ensure Membership meeting surveys are created, administered and analyzed.
- E. Recognition of Participation / Support of Meetings

1. Decide upon gifts to be purchased for the membership, speakers and participants. Gifts to members at membership meetings will be disseminated upon submission of completed meeting survey forms.
2. Ensure that certificates of recognition are prepared and presented to program sponsors.
3. Ensure that gifts are obtained and presented to program participants (presenters, organizers, etc.).

IV. PROCEDURES

A. Committee Meetings

1. Will be held on an as needed basis.
2. Key decisions and other pertinent information from the **PROGRAM** Committee will be document.

B. The Committee will organize membership meeting, including:

1. Secure the meeting site adequate to accommodate the expected attendance;
2. Secure program speakers and/or facilitators
3. Prepare the meeting announcements and ensure their timely distribution (see items **Error! Reference source not found.**E and)
4. Ensure adequate personnel and supplies for registration.

C. Program announcements shall include the agenda (including speakers' name, title, company, topic), date, time, address, phone numbers at the site and RSVP information (contact, phone number, email address, hyperlinks for registration as applicable).

D. Survey Forms for Chapter membership meetings – the **Error! Reference source not found.** Committee will ensure that survey forms are prepared and collected for review. Metrics and a list of members interested in volunteering their time to MARSQA will be gathered and disseminated to the MARSQA Board of Directors and appropriate Committee Chairs.

E. Handling Income

1. On-line pre-registration, when available, will be encouraged.
2. Receipts shall be issued for all money collected for the Membership Meeting.
3. All money from the walk-in registrations must be counted by the end of the meeting. All cash and checks shall be verified by a second member of the **Error! Reference source not found.** Committee or MARSQA Board of Directors.
4. All money shall be given to the MARSQA Treasurer for deposit.

V. RECORDS

- A. A copy of the minutes of each committee meeting will be sent to the committee members, MARSQA President and the Historical Committee.
- B. Photographs are to be sent to the Historical Committee.
- C. Following review by the Vice President and Committee Chairperson, documentation of the key decision and other pertinent information from the **PROGRAM** Committee will be sent to the committee members, MARSQA President and Historical Committee.

VI. TIME REQUIREMENTS

Total effort of approximately 9-14 days per year, distributed as outlined below:

- A. 3 -4 membership meetings
- B. 3-5 **PROGRAM** Committee Meetings and related communications
- C. 3-5 days to prepare for programs