



## **OPERATING GUIDELINES**

### **TECHNOLOGY COMMITTEE**

#### **I. OBJECTIVE**

To describe the responsibilities and procedures of the Technology Committee. The Committee is responsible for implementing and maintaining the electronic tools the membership utilizes to interact with MARSQA members.

#### **II. GENERAL DUTIES**

- A. The Technology Committee will hold meetings on an *as needed* basis and otherwise keep in contact via phone, fax and mail.
- B. Identify current gaps in MARSQA's ability to effectively provide the membership with access to electronic resources and communication tools.
- C. Prepare a committee update for the **MARSQA** Board of Directors meeting.

#### **III. SPECIFIC DUTIES**

- A. Maintain a current website with reference materials and details on MARSQA activities for members to utilize.
- B. Monitor any online forums, such as LinkedIn, and to manage these networks to keep members updated about current activities and topics of interest.
- C. Identify changes in technology capabilities that may be useful to reach the entire MARSQA membership. This may include research and implementation of new methods of communication, such as allowing meetings to be broadcast online, or research of new equipment as needed.

#### **IV. PROCEDURES**

- A. The Chairperson(s) will solicit volunteers from the **MARSQA** membership to assist as needed.

- B. Upcoming event information and new announcements will be posted and maintained to provide current and relevant information on the website and forums for all members.
- C. Monitor requests and topics presented on online forums for membership discussion.
- D. Continue to facilitate Webinars and other methods of broadcast for meetings to be readily accessible to the MARSQA membership.

**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.

**VI. TIME REQUIREMENTS**

- A. Work volume will fluctuate depending on the amount of information needed to be made available to the membership. Monitoring of webspace and forums is performed on a continuous basis by the committee members. Notification of action by the committee is facilitated via electronic communication within the committee and/or the MARSQA Board of Directors.