

**PACIFIC REGIONAL CHAPTER
of
SOCIETY OF QUALITY ASSURANCE**

**POLICY
QUARTERLY MEETING COORDINATION**

It is the Vice-President's responsibility to coordinate the Chapter meetings. This includes soliciting topics for presentation and appropriate speakers. It also includes assuring that the site will be available for the selected date. Other Members of the Board of Directors will assist the Vice-President as necessary.

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POLICY
MEETINGS, NEWSLETTERS, SPEAKERS

Meetings:

General meetings will be held three times a year in the following months:

March
June
December

Board meetings are held prior to each general meeting and also during the annual SQA meeting.

Newsletter:

The newsletter will be published four times a year (quarterly). Mailings should take place at least a month in advance of each meeting, with the deadline for articles six weeks in advance as follows:

<u>NEWSLETTER DEADLINE</u>	<u>MAILING DATE</u>	<u>MEETING DATE</u>
January 15	February 1	March
April 15	May 1	June
July 15	August 1	NA
October 15	November 1	December

Speakers:

Speakers may be contacted by any member of the Chapter with notification to the vice-president. Once a speaker has been contacted, it is the contactors responsibility to proceed with the following:

- Notify the vice-president and schedule the speakers time.
- Confirm time, date, and location with the speaker by letter.
- Provide a map and details of any reimbursed expenses or other arrangements made.
- Follow-up with a phone call a week before the meeting to "touch base".
- Arrange for transportation (if needed), and for someone to meet the speaker at the meeting, and introduce them.
- Provide the secretary with the speakers name and address, so that a thank you note can be sent.

PRCSQA MEETING PREPARATION CHECKLIST

WHAT	WHO	BY WHEN	COMMENTS
Choose RSVP procedure	host	prior to n'letter deadline	Designates someone at site prior to newsletter deadline. Inform editor.
Map of site	host	prior to n'letter deadline	Send to newsletter editor
Directions to site	host	prior to n'letter deadline	Send to newsletter editor
Audio visual requirements	host	prior to meeting	Vice prez needs to inform host of any SPECIAL aud/vis needs
Site signs	host	prior to meeting	Is it clear how to get from parking lot to meeting room?
Restrooms	host	prior to meeting	Or give locations at the meeting
Security/Off-limits instructions	host	prior to meeting	What is/is not accessible to the attendees?
List of paid members	PRCSQA treasurer	prior to meeting	PRCSQA treasurer to send to host
Attendee sign-in sheets	PRCSQA treasurer	prior to meeting	PRCSQA treasurer will send to host
RSVP list	host	prior to meeting	Send up-to-date list (fax, okay) to treasurer as close to meeting date as possible
"Final" attendees list	treasurer	prior to meeting	Send to PRCSQA secretary so secretary can begin to prepare the certificates.
Certificates of Train/Attend	PRCSQA secretary	prior to mtg, if possible	Secretary may need to prepare some of the certificates at the host facility.
Name tag preparation	host	prior to meeting	Don't forget to include the speakers/presenters
Name tag distribution	host	by the meeting	Have the tags ready at the door
Agendas	vice-president	by the meeting	Is latest version available at door?
Presenter courtesies	vice-president	prior to the meeting	Do presenters have transportation to/from meeting?
Lunch	host		Host provides or makes other arrangements thru PRCSQA
Breaks	host		Same as for lunch
Collection of money at door	Treasurer or designate	prior to meeting	
Phone number	host	during meeting	Announce a number to attendees that they can give out if they need to be reached during the meeting.
Thank-you notes	PRCSQA secretary	after meeting	Not to be more than two weeks after the meeting
Presentation summaries	PRCSQA board	during or after	Decide who will summarize which talk for the newsletter

The Pacific Regional Chapter of the Society of Quality Assurance

POLICY NOMINATING COMMITTEE PROCEDURES

The Nominating Committee shall consist of the current PRCSQA President, who shall appoint other Board Members not running for office. The committee shall individually solicit for all available Board positions from the paid membership roster. The committee's responsibilities shall be to:

1. Nominees

- a. Obtain a list of paid PRCSQA members from the Chapter Treasurer from which to select potential nominees. It is also desirable to advertise the positions in the chapter newsletter.
- b. Ensure that once the nominees have been chosen, a letter and request for a resume (biography) are sent to each of the nominees.
- c. Obtain label sheets from the Treasurer for mailings (paid members only).
- d. Prepare the ballot packages and mail to each paid member.
- e. Count all properly completed ballots.
- f. Ensure that all election procedures are completed prior to the first PRCSQA meeting of the calendar year.

2. Ballot Mailing

- a. The ballot shall be in an official format.
- b. Attach a copy of each candidate's biography.
- c. Include a pre-addressed envelope that contains a line for the voter's signature. Envelope should be addressed to the primary ballot counter.
- d. Include a letter of instructions, noting the final postmark date for eligibility.

3. Counting of Ballots

- a. Only signed ballots of paid members shall be counted. (Verified against the paid membership roster.)
- b. The President of PRCSQA is the official counter of the ballots.
- c. The ballot count will be verified by at least one additional member of the nominating committee.
- d. If a committee member is one of the nominees they shall not be an official ballot counter.

4. Announcement of Officers

- a. After the ballot count has been confirmed, the committee will report the findings to the PRCSQA President.
- b. The President or designate shall officially notify all candidates as to the outcome of the election.
- c. An announcement of the winning candidates for office shall be made at the next regional chapter meeting as well as being published in the newsletter.

The Pacific Regional Chapter of the Society of Quality Assurance

POLICY CORPORATE SPONSORSHIP

The Pacific Regional Chapter seeks Corporate Sponsors to help subsidize the activities of the Chapter.

Procedure:

Secretary of the PRCSQA, or a designee appointed by the PRCSQA President, will send out letters, at the request of the Board, to potential Corporations for contributions.

The minimum contribution will be \$100.00 or hosting a Chapter meeting, applicable to the current year. Remittance should be sent to the PRCSQA Treasurer or President.

Corporations submitting a contribution will be acknowledged in the newsletter, under the Corporate Member Column, for one year plus the next newsletter after the sponsorship expires.

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**POLICY
NEWSLETTER PUBLICATION**

Newsletter committee: An editor for the newsletter will be solicited as needed. This position is voluntary and the commitment is not limited to a specified period of time. A Newsletter Review Committee will be appointed to review the newsletter prior to mail-out. The committee will consist of three board members, one of which will be the President. The only member of the review committee to have veto power over any articles deemed controversial by the committee will be the president. The Newsletter committee will authorize the mailing of the newsletter.

Solicitation of Contributions: Each newsletter will announce that contributor articles or information are welcome. This notice will also state that the Newsletter Committee reserves the right to edit any submissions for grammar and punctuation.

Newsletter contents: Newsletters may contain the following information if available: Summary of last meeting's presentations; the list of corporate sponsors; the current officers; the next meeting location, map and proposed agenda; solicitation for new members; and solicitation for corporate sponsors. The name of the newsletter sponsor will be on the bottom of each page.

Newsletter Editor

Upon receipt of an advertisement to the newsletter, the newsletter editor will send a notification of bill for the advertisement to the advertising company or organization and send a copy to the treasurer.

Advertising Rates: Advertising rates will be \$50.00 for a business card size ad. Each column inch (height) thereafter will be assessed \$20.00.

Publication: The newsletter will be published prior to each Chapter meeting (at least three times per year).

Format: It is the goal of our chapter to keep our members as informed as possible about the latest EPA trends, RRC updates, NACA updates, etc, therefore the following column headings are suggested.

FDA, RRC, EPA Liason, Member Spotlight and Presidents column.

Elections: Announce in the Newsletter preceding Board Elections, that ballots will be mailed out to paid members. If a paid member does not receive a ballot, please inform the PRCSQA President.

Mailing Tips: in regards to folded paper not enclosed in an envelope.

1. Fold: open end must be at the top before you affix address label.
2. Use tape to seal or a gummed label: do not staple to close.
(this should be a last resort).
3. If multiple sheets are stapled together before folding, make sure the staple is folded to the inside. This causes problems with their equipment and the item may be rejected.
4. For mailings outside of the country (eg. Canada), enclose all items in an envelope. Otherwise these newsletters will be returned.
5. The chapter does not have a bulk rate permit therefore, the cost will be the current postal rate for 1 oz or less. Foreign mail is at set rates. Call local post office for information.

The Pacific Regional Chapter of the Society of Quality Assurance

POLICY

PRCSQA WEBSITE - JOB POSTINGS AND JOBS WANTED POSTINGS

I. JOB POSTINGS

Solicitation of Contributions: The website may announce that job postings are welcome. This notice will also state that the PRCSQA reserves the right to edit any submissions for grammar and punctuation. The President of the PRCSQA will be sent a copy of the job postings for review, and has veto power over any job posting that is deemed inappropriate.

Job posting contents: Job postings may contain the following information if available: summary of the position, job description, salary, location, company or organization advertising for the position, and contact which includes email addresses, phone numbers, and fax numbers.

WebMaster: Upon acceptance of a job posting for the website, the WebMaster will send a notification of bill for the job posting to the company or organization and send a copy to the Treasurer.

Job Posting Rates: Job posting rates will be \$10.00 for posting a single job position. Each job posting will be online for a 60 day time period. Notification is acceptable from the company or organization to terminate the posting before the 60 day time period. Renewals for additional 60-day time periods are available at the rate of \$10.00 each.

II. JOBS WANTED

Solicitation of Contributions: The website may announce that jobs wanted postings are welcome. This notice will also state that the PRCSQA reserves the right to edit any submissions for grammar and punctuation. The President of the PRCSQA will be sent a copy of the jobs wanted postings for review, and has veto power over any jobs wanted posting that is deemed inappropriate.

Jobs wanted contents: Jobs wanted postings may contain information on the position(s) wanted, salary requirements, location, job description, current summary of qualifications, email addresses, phone numbers and fax numbers.

WebMaster: Upon acceptance of a job wanted posting for the website, the WebMaster will send a notification of bill for the job wanted posting to the person, and send a copy to the Treasurer.

Job Posting Rates: Job posting rates will be \$5.00 for posting a single jobs wanted posting. Each posting will be online for a 60 day time period. Notification is acceptable from the person to terminate the posting before the 60 day time period. Renewals for additional 60-day time periods are available at the rate of \$5.00 each. Members of the PRCSQA will not be charged for the service.

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POLICY

TREASURER'S RESPONSIBILITIES

MEMBERSHIP

- 1) Distribute copies of Membership Applications and collect all completed applications and dues. Collect dues and Membership Applications from non-member meeting attendees.
- 2) Maintain a list of all paid members including the following information: Name, Mailing Address, Phone and Fax numbers, and membership status (SQA member, non-SQA member, student, newsletter only). Periodically forward a current list of all paid members to the Secretary.
- 3) Distribute a directory of all above information at least once/year to all PRCSQA members.
- 4) Send a membership renewal reminder before the first meeting of the year.

ACCOUNTING

- 1) Deposit all income into the PRCSQA checking account and record source of income in the PRCSQA account record summary and/or the PRCSQA corporate sponsorship record.
- 2) Issue checks for all board approved reimbursements or reimbursements less than \$200 approved by the President and one other board of director and record debit in the PRCSQA account record summary.
- 3) Ensure all bank statements accurately reflect the PRCSQA account record summary and are filed in an orderly fashion.
- 4) Produce a Treasurer's Report to be submitted at each PRCSQA Board meeting, including the following: credit and debit transactions during the past quarter, final balance of the PRCSQA account, and a summary of the corporate sponsorship program.

CORPORATE SPONSORSHIP PROGRAM

- 1) See policy on Corporate Sponsorship.
- 2) Collect completed Corporate Sponsorship Program forms and dues and record information in the corporate sponsorship record.
- 3) Send a thank you note within one month of receipt of funds on a PRCSQA thank you card.
- 4) Send a current list of all corporate sponsors to the newsletter editor to be included in the newsletter. (current list is defined as all corporate sponsors who have donated during the past 15 months).

MAILING LABELS AND DIRECTORY

- 1) Provide mailing labels with Names, Title, Company, Address, Membership Year when requested for PRCSQA correspondence (newsletter, surveys, ballots).
- 2) Provide a directory of all paid members to the nominating committee at the time of nominations or review the list of candidates to ensure all candidates are in good standing of the PRCSQA and SQA (applicable for the V.P., Treasurer, & Secretary only).

NEWSLETTER

- 1) Receive a copy of the notification of bill from the newsletter editor submitted to the advertising company or organization.
- 2) Maintain a list of all outstanding debts owed to the PRCSQA from newsletter advertising.
- 3) Collect payments for outstanding debts and record in the PRCSQA account record summary.

FINAL AUDIT

- 1) Organize all bank and treasurer's records for audit. Records should include all bank transaction records, bank statements, list of all paid members and corporate sponsors, and receipts from reimbursements.
- 2) Submit all records to a PRCSQA member (selected by the board) to review records for accuracy. All financial transactions should be properly recorded and the PRCSQA account record summary balance must agree to the bank statements before the account is passed to the successor.

MEETING

- 1) According to the PRCSQA Meeting Preparation Checklist, send a list of all paid members to the PRCSQA meeting host.
- 2) Provide attendee sign in sheets to the PRCSQA meeting host.
- 3) Request from the PRCSQA meeting host a list of tentative meeting attendees to verify the membership status of all attendees. Collect dues and membership applications from all non-member attendees.
- 4) If possible, forward a copy of tentative attendees to the Secretary one week prior to the meeting for certificate preparation.

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**POLICY
THANK-YOU NOTES AND LETTERS**

All invited speakers at PRCSQA meetings will be sent a thank-you note for their participation. These notes will be written by the Chapter Secretary. They will be sent out within a month after the meeting.

Persons inviting the speakers can also send personal thank-you notes if they so desire.

Thank-you notes will also be sent out to all Corporate sponsors. These will be written by the Chapter Treasurer. These notes should be sent out within a month of receipt of funds.

Thank-you notes may be written to out-going officers and/or board of directors. The President will be responsible for these.

Types of Thank You Notes:

Out-going Officers/Directors-from President

Invited Speakers-from Secretary

Corporate Sponsors-from Treasurer