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.