

AFQAM STRATEGIC PLAN - 2004

GOAL 1

Promote and provide quality assurance support to the forensic science community.

OBJECTIVE 1.1

The Board will establish and provide guidance to committees to ensure that the objectives of the AFQAM are successfully met

ACTION 1.1.1

The *Strategic Planning Committee* will submit a Proposed Strategic Plan to the Board for acceptance 30 days prior to the first day of the scheduled annual meeting.

ACTION 1.1.2

Following acceptance, the Strategic Plan will be posted to the AFQAM's website.

ACTION 1.1.3

The *By-Laws Committee* will submit, to the Board, changes to the By-Laws for acceptance in accordance with previously approved guidelines.

ACTION 1.1.4

The current By-Laws will be posted to the AFQAM website.

ACTION 1.1.5

The *By-Laws Committee* will review the By-Laws annually and take appropriate action based on the review.

ACTION 1.1.6

The *Program Committee* will plan and coordinate the annual AFQAM meeting to allow adequate time for the Executive Board to conduct official business.

ACTION 1.1.6a

The *Program Committee* will record all pertinent actions taken to set up the annual meeting so that future committee members have an available working plan.

ACTION 1.1.7

The *Membership Committee* will publish membership requirements and effectively market the AFQAM.

ACTION 1.1.7a

The *Membership Committee* will gather all applications and present them to the general membership at the annual AFQAM Conference.

ACTION 1.1.8

The *Communication Committee* will develop and distribute regular newsletters containing AFQAM information and activities.

ACTION 1.1.9

The *Membership Committee* will coordinate with the *Communication Committee* in maintaining applicable discussion lists and the official AFQAM website.

ACTION 1.1.10

The *Resources Committee* will establish a method to request various training and procedure manuals (documents) from accredited laboratories.

ACTION 1.1.11

The *Resources Committee* will make the library of resources available to those that request it.

ACTION 1.1.12

The *Resources Committee* will monitor the expiration dates of all library resources.

ACTION 1.1.13

The *Audit Committee* will review the Treasurer's records and the records of the annual meeting. The *Audit Committee* will prepare a report for presentation to the general membership.

GOAL 2

Strive to ensure that the criminal justice community receives forensic science services that meet the highest standards of quality.

OBJECTIVE 2.1

The Board will work with various applicable forensic organizations to coordinate quality assurance standards within the forensic science community.

OBJECTIVE 2.2

The AFQAM will develop qualification criteria for a Forensic Quality Assurance Manager to establish a benchmark for future positions.

OBJECTIVE 2.3

The AFQAM will work with applicable accrediting bodies to establish checklists or other forms to ensure criteria are being applied consistently.

GOAL 3

Define, establish and disseminate forensic quality assurance standards.

OBJECTIVE 3.1

The AFQAM will coordinate with recognized organizations to provide, host and/or advertise quality assurance training at regional sites.

ACTION 3.1.1

The *Resources Committee* will coordinate with the *Communication Committee* to advertise what materials are available for the membership to review.

ACTION 3.1.2

The *Resources Committee* will acquire, manage and distribute reference materials to the AFQAM membership.