



ASSOCIATION OF FORENSIC QUALITY ASSURANCE MANAGERS

POLICY MANUAL

**ASSOCIATION OF FORENSIC QUALITY
ASSURANCE MANAGERS**

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1. ORGANIZATION

1.1 PURPOSE

1.1.1 This corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

1.2 CORPORATE LIMITATIONS

1.2.1 No part of the net earnings of this corporation shall ever inure to or for the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

1.2.2 No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

1.2.3 Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation contributions to which the deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

1.3 DISSOLUTION OF THE ASSOCIATION

1.3.1 Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation, which organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

2. MEMBERSHIP - INDIVIDUALS APPLYING AFTER OCTOBER 2003

2.1 APPLICATION FORM

2.1.1 The application form is maintained and updated by the Membership Committee and shall require at a minimum the following:

2.1.2 Name and address (employment and mailing)

2.1.3 Employment: current and 10 years prior, if applicable

2.1.4 Application instructions

2.1.5 Current job duties and/or job description

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- 2.1.6 Required sponsor endorsement
- 2.1.7 Laboratory (Agency) Organizational Chart depicting the applicant's titled position
- 2.1.8 Curriculum Vitae and/or Resume

2.2 THE FORM IS AVAILABLE FROM:

- 2.2.1 From the AFQAM Web Site – www.AFQAM.org
- 2.2.2 From the Membership Committee Chair

2.3 PROCEDURE

- 2.3.1 The application procedure shall be as follows:
- 2.3.2 Application deadline: application must be received by the Membership Chair at least 60 days prior to the annual business meeting.
- 2.3.3 Send completed application to the membership chair. Additionally, the applicant will send sponsor form(s) to his/her sponsor(s) one of which must be a current AFQAM member.
- 2.3.4 The sponsor(s) completes the sponsor form and sends the form to the Membership Chair. The applicant may send the completed sponsor form to the Membership Chair if the sponsor(s) returns the form to the applicant.
- 2.3.5 The Membership Committee investigates the qualifications of each applicant. The investigation will include contact with applicant's employer(s) and/or sponsor(s).
- 2.3.6 The Membership Committee will report their recommendations to the Executive Board either at the Executive Board Spring meeting or two (2) weeks prior to the AFQAM annual business meeting.
- 2.3.7 All working copies of applications and associated materials are to be destroyed; the originals will be provided to and maintained by the Secretary.
- 2.3.8 Information regarding membership applications is confidential. However, prior to the Board acting on the Membership Committee's recommendations, information may be given to any member in good standing making a specific inquiry.
- 2.3.9 After Board action, a list of qualified candidates will be distributed to the current membership.
- 2.3.10 At the annual business meeting, the current membership present at the meeting will vote on the qualified candidates for membership in AFQAM.
- 2.3.11 New members will receive a certificate stating their status and their active membership date.

2.4 ANNUAL DUES

- 2.4.1 Fifty dollars (\$50.00) annual dues cover the period of one calendar year (January through December). The treasurer will send out dues notices at the beginning of the calendar year.

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- 2.4.2 Delinquent notices will be sent out on or about April 1.
- 2.4.3 Failure to pay dues by May 1 will result in suspension of membership to include removal from the discussion list and the loss of member discounts for the annual training conference/business meeting, by majority vote of the Executive Board; the suspension will be lifted when the Treasurer communicates to the Secretary that the suspended member has paid his/her back dues. Members who remain suspended when the Executive Board meets in the Fall will have their memberships terminated by majority vote of the Executive Board.

2.5 MEMBERSHIP INFORMATION & ROSTER

- 2.5.1 Membership lists will be made available to AFQAM members for the purpose of communication. Membership lists will not be provided to other organizations or businesses.
- 2.5.2 A list of meeting attendees and contact information (limited to physical and email addresses and telephone numbers) may be provided to meeting attendees and supporting vendors. Meeting attendance lists will not be secondarily disseminated.

3. EXECUTIVE BOARD NOMINATIONS & ELECTION

3.1 NOMINATIONS

- 3.1.1 The Nominating Committee will post on the AFQAM discussion list the Executive Board positions available for the next election.
- 3.1.2 The Nominating Committee will solicit candidates from members in good standing to fill vacancies in officer's positions and will request from members interested in serving in a particular Board position a brief statement of qualifications. Ideally, at least two candidates per vacancy will be selected, excluding the position of President and Past President, which are filled by the President Elect and the President, in accordance with the Bylaws.
- 3.1.3 The nominees and their qualifications will be posted on the AFQAM discussion list for member consideration.

3.2 ELECTION VIA E-MAIL BALLOT

- 3.2.1 The Nominating Committee will post an e-mail ballot on the AFQAM web site or the AFQAM discussion list no later than 60 days prior to the annual business meeting
- 3.2.2 The ballot package is to include a brief resume on each candidate and instructions for completing the ballot.
- 3.2.3 All voting must be completed no later than 30 days prior to the annual business meeting. Following tabulation of the ballots, the nominating committee chairperson will notify the membership of the results prior to the annual business meeting.

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3.3 ELECTION VIA MEMBERSHIP VOTE AT ANNUAL BUSINESS MEETING

- 3.3.1 No later than 60 days prior to the annual business meeting the Nominating Committee will post an e-mail ballot on the AFQAM web site or the AFQAM discussion list.
- 3.3.2 The ballot package is to include a brief resume on each candidate.
- 3.3.3 Voting will take place at the annual AFQAM business meeting.

4. FINANCES

4.1 EXPENSE PAYMENTS

- 4.1.1 All payments are subject to the following policies:
- 4.1.2 No checks are to be made payable to cash and split payments are not to be used to circumvent these rules.
- 4.1.3 For amounts less than one hundred dollars (\$100.00), payment will be made upon presentation of bill/receipt(s) to the Treasurer.
- 4.1.4 For amounts over one hundred dollars (\$100.00) but not exceeding four hundred dollars (\$400.00), the bill/receipt and payment authorization form will be signed by the President.
- 4.1.5 For amounts over four hundred dollars (\$400.00) the Board must give approval prior to commitment; payments not exceeding the approved amount may be made upon receipt of proof that services have been completed or goods received.

4.2 FUND WITHDRAWAL

- 4.2.1 The Treasurer will provide funds as needed and will make payments as necessary following these policies with items deemed to have been approved by the Board.
- 4.2.2 A financial report is to be made to the Board at least annually.

4.3 DEPOSITS

- 4.3.1 All accounts are to be in AFQAM's name.
- 4.3.2 Funds are to be deposited so as to obtain maximum interest without restricting access for operational needs.
- 4.3.3 The Treasurer and the President shall have signature authority on the primary account(s).
- 4.3.4 The annual meeting Program Chair or designee may open accounts for money requirements for setting up and facilitating the annual meeting. All statements, checks, etc. are to be sent to the Treasurer.

4.4 TRAVEL

- 4.4.1 Any person traveling for the Association shall do so at their own risk. No liability shall fall on the Association.

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- 4.4.2 Payment of all travel expenses must be approved by the Board.
- 4.4.3 Expenses shall be based on the following (any exceptions must be submitted to the President for prior approval).
 - 4.4.3.1 Transportation – Coach fare or the actual cost of a rental car, or current federal mileage reimbursement rate for a personal vehicle. The amount paid will not exceed air coach fare, receipt required for a common carrier.
 - 4.4.3.2 Meals and Lodging will be paid according to the Domestic Maximum Per Diem Rates found at www.gsa.gov receipt(s) required for lodging.
 - 4.4.3.3 Miscellaneous, as required – Receipts are required for items over \$10.00 each.
 - 4.4.3.4 Reimbursement: upon receipt of a written reimbursement request with any required receipts, payment may be made up to the authorized amount; any excess expenses must be approved in accordance with these policies.

5. BOARD POSITIONS AND DUTIES AS PRESCRIBED IN THE BYLAWS

5.1 PRESIDENT

- 5.1.1 The President will:
 - 5.1.1.1 Serve as Chair of the Executive Board.
 - 5.1.1.2 Preside at Association and Board Meetings.
 - 5.1.1.3 Conduct the business of the Association and promote the fulfillment of its objectives.
 - 5.1.1.4 Designate Committee Chairs unless predetermined by the Bylaws.
 - 5.1.1.5 Appoint from the membership other committees and members to represent AFQAM to other organizations as deemed necessary.
 - 5.1.1.5.1 Appointments last for the duration of the president's term
 - 5.1.1.5.2 Appointments may be renewed by the succeeding president
 - 5.1.1.5.3 The president should be mindful of potential conflicts of interest when appointing members to act as representatives of AFQAM
 - 5.1.1.6 Review the organization's monthly bank statements provided and/or made available by the Treasurer.

5.2 PRESIDENT-ELECT

- 5.2.1 The President-Elect will:
 - 5.2.1.1 Serve on the Executive Board.

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- 5.2.1.2 Fulfill the President's duties should the President be absent, leaves office, or becomes incapacitated.
- 5.2.1.3 Chair the Program Committee for the next year's annual training conference/business meeting.

5.3 IMMEDIATE PAST PRESIDENT

- 5.3.1 The Immediate Past President will:
 - 5.3.1.1 Serve on the Executive Board.
 - 5.3.1.2 Chair the Nominating Committee.

5.4 SECRETARY

- 5.4.1 The Secretary will:
 - 5.4.1.1 Serve on the Executive Board.
 - 5.4.1.2 Maintain the Association Membership List.
 - 5.4.1.3 Record minutes of meetings: Publish these minutes along with other meeting information and include them in the Association Record Book. Draft copies of Board minutes will be supplied to Board Members each year.
 - 5.4.1.4 Maintain a file of Association correspondence, reports and other information related to Association business.
 - 5.4.1.5 At or prior to each meeting, post the minutes of the prior meeting.
 - 5.4.1.6 Maintain a supply of letterhead, envelopes, and other AFQAM forms.
 - 5.4.1.7 Maintain a working knowledge of Roberts Rules of Order or designate one individual for that function.
 - 5.4.1.8 Maintain the official copy of the AFQAM Bylaws and Policy Manual and submit them for publication.
 - 5.4.1.9 Chair the Membership Committee.
 - 5.4.1.10 Provide the membership list to the Treasurer for billing by the end of the first week of December and upon subsequent completion of updates by the end of the first week of December.
 - 5.4.1.11 Send membership directory to the Marketing & Communications Committee after voting in new members at annual business meeting.
 - 5.4.1.12 Perform file maintenance of discussion list.

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5.5 TREASURER

5.5.1 The Treasurer will:

- 5.5.1.1 Serve on the Executive Board.
- 5.5.1.2 Send and/or make available copies of the monthly bank statements to the President.
- 5.5.1.3 Mail dues notices by February 1st each year with delinquent notices sent by April 1st.
- 5.5.1.4 Notify the Board of those members whose dues remain unpaid after May 1st.
- 5.5.1.5 File an annual report with the State of Virginia listing Board members.
- 5.5.1.6 Post financial reports at meetings and publish them in the on the website.
- 5.5.1.7 Review various financial reports and pass them on to the Board with any appropriate comments and/or suggestions.
- 5.5.1.8 Maintain financial records, including revenues and expenses and assist the Audit Committee with the yearly audits.
- 5.5.1.9 Complete the appropriate tax form for the calendar year in which they serve. Form may be sent by the new Treasurer to the appropriate government entity.

6. COMMITTEES

6.1 AUDIT COMMITTEE

6.1.1 The Audit Committee will:

- 6.1.1.1 Conduct an audit of the financial records of AFQAM at least annually. The audit must be completed ninety days after the annual business meeting.
- 6.1.1.2 Investigate any discrepancies that are discovered. Report findings to the Executive Board no later than 30 days after the completion of the investigation.
- 6.1.1.3 Release the financial audit report to the membership.

6.2 BYLAWS COMMITTEE

6.2.1 The Bylaws Committee will:

- 6.2.1.1 Collect proposed amendments to the Bylaws and the Policy Manual from the membership.
- 6.2.1.2 Draft the proposals into language consistent with the existing Bylaws or policies.

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- 6.2.1.3 Present the draft changes to the membership for consideration.
- 6.2.1.4 Review the Bylaws annually and take appropriate action based on the reviews.
- 6.2.2 The Chair will maintain an electronic copy of the Bylaws and policies for appropriate distribution and for revisions.
- 6.2.3 The current Bylaws will be posted to the AFQAM website.

6.3 MARKETING & COMMUNICATIONS COMMITTEE

- 6.3.1 The Marketing & Communications committee will:
 - 6.3.1.1 Prepare Association informational material for release to other organizations, the media, and other legitimate inquiries
 - 6.3.1.2 Manage AFQAM.ORG

6.4 MEMBERSHIP COMMITTEE

- 6.4.1 The Membership Committee will:
 - 6.4.1.1 Provide membership applications forms to prospective members.
 - 6.4.1.2 Investigate the prospective member candidates to determine their eligibility for membership.
 - 6.4.1.2.1 To include, but not limited to review of organizational chart, curriculum vitae/resume, and current job description.
 - 6.4.1.3 Report recommendations, including the comments, to the Executive Board prior to their fall meeting.
 - 6.4.1.4 Notify each applicant of the action taken regarding their membership application.
 - 6.4.1.5 Ensure that newly accepted members receive a certificate stating their status and the approval date.
 - 6.4.1.6 Actively recruit members through advertising, education and solicitation.

6.5 NOMINATING COMMITTEE

- 6.5.1 The Nominating Committee will:
 - 6.5.1.1 Develop a list of qualified candidates from the members in good standing to fill vacant positions on the Executive Board.
 - 6.5.1.2 Solicit names of members who are willing to serve on various AFQAM committees.
 - 6.5.1.3 Submit the names of candidates and committee members to the membership for consideration, election and/or approval.

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6.6 PROGRAM COMMITTEE

6.6.1 The Program Committee will:

- 6.6.1.1 Plan and organize the annual AFQAM training conference/business meeting program.
- 6.6.1.2 Delegate responsibilities for planning and implementing various aspects of the program to other members.
- 6.6.1.3 Strive to ensure that the program is informative, timely and beneficial to the members.
- 6.6.1.4 Ensure time for organization business (Board & Committee Meetings).
- 6.6.1.5 Pass on all planning documents to the Program Chair of the following year to assist in their efforts.

6.7 STRATEGIC PLANNING COMMITTEE

6.7.1 The Strategic Planning Committee will:

- 6.7.1.1 Develop a Strategic Plan for AFQAM.
- 6.7.1.2 Present the Plan to the Board for consideration and approval.
- 6.7.1.3 Interact with the Executive Board to solicit time specific goals (1 year, 5 years, 10 years, etc.) for the Association.
- 6.7.1.4 Draft updates to the Strategic Plan that include new time specific goals.
- 6.7.1.5 Monitor various committees' progress in implementing the Strategic Plan.
- 6.7.1.6 Report to the Board the implementation status of the Strategic Plan.

6.7.2 Following acceptance by the Board, the strategic plan will be posted on the AFQAM website.

6.8 EDUCATION & TRAINING COMMITTEE

6.8.1 The Education & Training Committee will:

- 6.8.1.1 Determine the education and training needs of the membership through surveys, polls and other means.
- 6.8.1.2 Research training and education classes that can be provided to the membership at the annual training conference/business meeting, web-based access, correspondence, DVD/CD or other methods
- 6.8.1.3 Present training and education recommendations to the Board for consideration and approval.

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- 6.8.1.4 Evaluate the effectiveness of training provided by the organization through cost/benefit type analysis and/or membership input.
- 6.8.1.5 Report to the Board the effectiveness of training provided by the organization

7. AFQAM WEBSITE/DISCUSSION GROUPS

7.1 AFQAM WEBSITE

- 7.1.1 The website will contain information regarding the Association's activities including upcoming meetings, training and election information. It may also be utilized for distribution of resource, membership and committee information.
- 7.1.2 The Webmaster will be appointed by the Executive Board.
- 7.1.3 Information posted on the website will be approved by the Executive Board.

7.2 AFQAM DISCUSSION GROUPS/LISTS

- 7.2.1 The Association shall maintain, at a minimum, a general discussion list and an Executive Board list.
- 7.2.2 The general discussion list may be in the form of a "Yahoo! group" or other type of discussion medium. The Secretary (Membership Chair) shall be the owner of the group and will maintain, add or remove individuals at the direction of the Executive Board.
- 7.2.3 All members in good standing shall have access to this list.
- 7.2.4 The general discussion list will be used by the Association's members to share information regarding Quality Assurance matters.
- 7.2.5 The Executive Board list may be in the form of a "Yahoo! group" or other type of discussion medium. The Secretary shall be the owner of the group.
- 7.2.6 The Executive Board list will be used for discussion relating to Board activities. All Executive Board members shall have access to this list.
- 7.2.7 After the annual meeting, the AFQAM and the AFQAM Board lists will be updated to include the new committees, the new members, and the new Board members, respectively.

7.3 AFQAM ADVERTISING POLICY

- 7.3.1 Prior to a member posting to the AFQAM discussion board a message promoting or informing the membership about a product or service from a commercial or nonprofit entity, organization or business, approval must be granted by the current AFQAM President. If the current AFQAM President is unavailable to grant approval, then the AFQAM President-elect must grant approval prior to the posting.

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**APPENDIX A: General Duties and Responsibilities for Annual Training
Conference/Business Meeting**

Purpose of the document

The purpose of this guide is to provide general guidelines to those individuals responsible to putting together the annual conference. This document is not meant to be interpreted as law, but rather a roadmap from start to finish, a document where individuals can refer to see what has been done in the past so that wasted efforts are avoided as well as the conference continually improves.

Committee involvement

Putting together an annual conference that is successful in that it provides the attendees that information that is both needed and timely as well as an atmosphere that is conducive to learning can be tremendously burdensome on a volunteer workforce who has a demanding position to begin with. With this in mind and lessons learned from previous events, AFQAM has separated the responsibilities among three committees. These committees are the Program Committee, Education & Training Committee and the Finance Committee (ad hoc). The President-Elect has the overall responsibility for putting the event on. However, certain responsibilities are assigned to various committees. The Chair for the Program and Education & Training Committees and the “Registrar” from the Finance Committee have the responsibility to accomplish those assigned tasks.

The responsibilities of each of these committees are as follows:

Program Committee: The majority of the tasks, for good reason, fall to the Program Committee. The chair of this committee will liaise with the on-site host to arrange many of these tasks. To make this happen the following areas should be addressed:

1. Coordinate with the Education & Training Committee Chair to determine what time slots are to be filled by the Education & Training Committee
2. Communicate with the Education & Training Committee to design the remainder of the program so as not to offer redundant, but rather complementary subject matter
3. Contract with the hotel to ensure proper space is available
4. Propose registration and/or vendor fee adjustments to the board
5. Put together and distribute the registration form
6. Put together and distribute the program announcement
7. Communicate through “President-Elect” for placement of conference announcement on AFQAM website
8. Communicate with other associations for advertisement on their websites
9. Arrange for presenters’ needs including overhead projectors, LCD projectors, microphones, easels, paper, dry-erase markers, computer hardware/software and other AV equipment, as needed
10. Arrange for catering of breaks
11. Develop the schedule of events for the entire conference period

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12. Collect suggestions on local areas of interest, restaurants and “things to do” for distribution in the registration packets
13. Communicate with companies to appear as vendors
14. Obtain vendor agreement forms
15. Coordinate with Finance Committee representative to develop conference budget
16. Coordinate with Finance Committee representative on any contracts/work agreements or required deposits
17. Ensure that all planned expenses are coordinated with the Finance Committee representative
18. Ensure all revenue and/or invoices are routed to the finance committee representative
19. Solicit for meeting proposals 3-4 years in advance
20. Arrange for registration at event
21. Coordinate with Finance Committee representative and hotel to reconcile registration with lodging lists as provided by the hotel.
22. Arrange for hospitality suite
23. Ensure access is available at appropriate times to the hospitality suite
24. Ensure that the hospitality suite is properly stocked with refreshments
25. Design, publish and distribute at the event a printed program guide
26. Coordinate signage design and delivery for vendors at the respective sponsored event
27. Ensure proper delivery and distribution of training materials
28. Provide door prizes as desired
29. Ensure that vendors are provided an attendance roster (limited to physical and email addresses, no phone numbers), while at the event
30. Monitor catering so that AFQAM is billed properly
31. Develop and distribute an end of conference survey to obtain feedback for next year’s event.

Education & Training Committee: One of the main purposes of the event is to provide our attendees valuable training. Other important functions that must take place at the conference involve vendors, business meeting, networking, etc. To make this happen the following areas should be addressed:

1. Coordinate with the Program Committee Chair to determine what portion of the event will be filled by the Education & Training Committee
2. Communicate with the Program Committee to ensure that the remainder of the program is not redundant, but rather complementary subject matter
3. Review previous years events and if accessible, review the type of training requested by last year’s attendees
4. Research various companies that are capable of providing accurate training

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5. Communicate with Finance Committee representative to request appropriate external funding, where available
6. Communicate with Finance Committee representative to ensure that all expenses are within established budget guidelines.
7. Coordinate with Program Committee Chair to provide details for the registration form, such as breakout session schedules, etc.
8. Coordinate with the Finance Committee representative to provide class limit sizes
9. Coordinate with Program Committee Chair to discuss classroom requirements, schedule, etc.
10. Provide contract or work agreement to Finance Committee representative, discuss any deposits required and payment arrangements
11. Ensure that Program Committee Chair is aware of any meals the instructors will be provided.
12. Ensure the instructors have points of contacts, from the Education & Training Committee. Many instructors like to discuss various teaching points and relevancy of training material to our group.
13. Conduct an end of conference survey aimed at identifying future training needs.

Registrar: The Finance Committee Chair will appoint a Registrar for the Annual Meeting. The Registrar will act on behalf of the Finance Committee. The goal of the Finance Committee is to provide oversight of the finances involved in putting the conference on. The expectation is that the event will break even as far as revenue. The program is not designed to be a revenue stream nor cost more than the event takes in. Responsibility for the following areas fall to the Registrar:

1. Transfer any surplus to treasurer after all registration monies have been reconciled
2. Work with the two committee chairs to develop a workable budget that aims toward the conference breaking even.
3. Work with providers to ensure deposits are made timely
4. Work with the vendors to ensure that we are in receipt of all vendor payments prior to the event.
5. Maintain a working budget that outlines all revenue and expenses. Share this information with the Program Committee Chair.
6. Modify conference events as needed to reduce/increase expenses or revenue as necessary
7. Coordinate with the Program Committee Chair to ensure all information on the registration form is accurate
8. Bring any significant budgetary concerns to the board
9. Receive and account for all funds paid for the conference. This includes registration fees, vendor fees, special ticket sales, tip jars, etc.

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10. Using information from registration forms, enroll attendees in applicable break-out sessions on a first-come, first served basis, fill waiting lists if necessary
11. Properly account and pay all expenses associated with the conference
12. Forward any funds for membership that were received along with registration fees to the AFQAM Treasurer, on a timely basis.
13. Maintain the Conference checking account

Marketing & Communications

To ensure that all areas are properly coordinated, planned and executed, it is imperative that effective communication take place. To this end, communication should take place in a structured format. By this, it is highly suggested that only the respective Committee Chair or Registrar communicate with the individual committee members. When information needs to be shared between various committees, the appropriate committee chairs and Registrar should be the only people involved. The same holds true for the President-Elect, communication from this individual should be directed only to the Committee Chairs and Registrar.

Event expectations

When planning a conference, the following expectations should be kept in mind:

1. The conference should be designed so as not to cost AFQAM anything. The event should break even.
2. Value-added training should be the foremost goal
3. Allow time for a business meeting so that annual elections may be held as well as conducting AFQAM business
4. Adequate time for vendor visitation should be allowed. Traffic in the vendor area is important if we expect the vendors to return. Their support is critical towards the successful accomplishment of our conference.
5. At least one evening event should be planned. This may be under several various formats, however, a networking environment is highly suggested
6. Morning and afternoon breaks should be provided.
7. Registration fees and vendor fees are set by the Board.
8. Registration desk available the evening prior to the start.
9. Registration available the morning of the event.
10. Lunch is a nice touch, only if the budget can afford it.
11. Door prizes and grab bag gifts are nice, only if the budget can afford it. Vendors can be a good source of door prizes.
12. Check departure flight information to help in deciding dismissal time on the last day
13. Proper training, to industry standards, not “this is how we do it”.
14. Obtain feedback from the attendees to identify improvements for following years.

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Timeline

The sequence below lists major events/tasks only. As you will see, some tasks must be accomplished in conjunction with other tasks and some tasks will prevent other tasks from being completed. This timeline is meant only as a suggestion. When communicating/delegating tasks to individual committee members, please be aware of the impact certain actions have on other committees and their time constraints.

1. Eleven Months prior to event: (November normally)
 - a. Organize committee members
 - b. Review any post-event surveys from previous year(s)
 - c. Start discussions with committee members to start formulating basic ideas
 - d. Ensure that venue arrangements have been settled including contracted rates, transportation, other terms such as rate availability before and after the meeting dates
 - e. Communicate with other Committee Chairs (introductions, review of goals, etc.)
2. Ten Months prior to event: (December normally)
 - a. Holidays, don't expect anything to be accomplished
3. Nine Months prior to event: (January normally)
 - a. Decide on what time slots Education & Training Committee is going to fill
 - b. Communicate to Education & Training Committee available conference room space
 - c. Start to research training providers
 - d. Assign specific assignments, as necessary, to committee members
 - e. Establish deadlines.
 - f. Continue coordination between committee chairs
 - g. Start thinking about the registration form and conference announcement
4. Eight Months prior to event: (February normally)
 - a. Training topics and time slots should be close to finalized
 - b. Vendors should begin to be locked in
 - c. Most of full conference schedule should be completed
 - d. Budget should be drafted, with unconfirmed, at this point, figures
 - e. Any external funding should be arranged and secured
5. Seven Months prior to event: (March normally)
 - a. All training to be finalized
 - b. Registration form should be approved and distributed to AFQAM members. (Remember, we have to work with several different fiscal periods)
 - c. Website should be updated with conference announcement

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6. Six Months prior to event: (April normally)
 - a. Registrations and committed vendor forms should start to arrive
 - b. Deposits should be made where necessary
 - c. Arrange where conference articles will be shipped, when will the hotel agree to begin accepting shipments on behalf of our trainers, vendors, attendees – can the on-site host receive shipments and transport them to the hotel?
 - d. Update budget spreadsheets should be shared with Program Chair
 - e. Securing Vendors should continue
7. Five Months prior to event: (May normally)
 - a. Registration and committed vendor forms continue
 - b. Update budget spreadsheets should be shared with Program Chair
 - c. Time to finalize event schedule and confirm assignments, such as registration desk, etc.
8. Four Months prior to event: (June normally)
 - a. Registration and committed vendor forms continue
 - b. Update budget spreadsheets should be shared with Program Chair
 - c. Start forming the catering selections, based on projected budget/registration numbers
 - d. Order any registration gifts that have been decided on
9. Three Months prior to event: (July normally)
 - a. Registration and committed vendor forms continue (may need to track waiting lists for break-out sessions)
 - b. Consider emailing the attendees (or at least the discussion list) to inform them of any activities that may require reservations or registration on their own
 - c. Update budget spreadsheets should be shared with Program Chair
 - d. Talk with training providers to bring relevancy to topics
10. Two Months prior to event: (August normally)
 - a. Registration and committed vendor forms continue
 - b. Begin to compile printed program information – abstracts, bios, vendor info, hi-res logo files for program and signage
 - c. Update budget spreadsheets should be shared with Program Chair
 - d. All vendors should be secured by this time
 - e. Confirm all schedules with hotel
 - f. Arrange meeting space for Board Meeting.
11. One Month prior to event: (September normally)
 - a. Registration and committed vendor forms continue
 - b. Update budget spreadsheets should be shared with Program Chair

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- c. Cutoff for new applicants occur
 - d. Final budget should be completed, all expenses/revenue should be confirmed
 - e. Attendance certificates should be provided to Program Chair
 - f. Reconcile attendance list with hotels rooming list. Resolve discrepancies. (We don't want people showing up expecting a room and not having one)
12. Two Weeks prior to event:
- a. All catering agreements finalized
 - b. Final Budget reviewed with Program Chair
 - c. Review billing with hotel.
13. One Week prior to event:
- a. Breakout schedules provided to Program Chair
 - b. Final Budget reviewed with Program Chair
 - c. Registration lists provided to Program Chair
 - d. Invoices for those not paid, provided to Program Chair
 - e. Registration packets assembled
 - f. Ensure all hospitality room supplies are purchased or planned
14. Night prior to event:
- a. Review all assignments and execute the plan
 - b. Ensure that all AV equipment is functional
15. During the event:
- a. Program Chair should ensure that housekeeping issues are communicated to all sessions
 - b. Staff and replenish hospitality suite
 - c. Ensure that AV equipment needs are met for all presenters, including computers
 - d. Ensure that AV that is entrusted to AFQAM is secure
 - e. Have someone available for attendees and vendors to bring concerns to
16. Following the event:
- a. Distribute certificates and receipts
 - b. Ensure all AFQAM property is removed from hotel
 - c. Follow-up with attendees to receive payment
 - d. Pay all outstanding expenses
 - e. Submit final Financial Report and excess funds to AFQAM Treasurer
 - f. Submit all survey forms to appropriate committee chairs for next year's meeting
 - g. Submit any other conference information, potential vendors and speakers
 - h. Correspond gratitude with outside presenters, trainers and vendors
 - i. Post attendee list to discussion list files

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Revision Level	Approval Date	Brief Description	Approved By
Original	August 26, 2004	Original Issue	AFQAM Board
1	December 10, 2004	Added Section 1 Organization	AFQAM Board
2	September 20, 2007	Removed reference to newsletter (Section 5; bullet s 2.2.2, 3.1.1, 6.5.1.6, and 7.3.1.1). Manual renumbered due to removal newsletter references. Bullet 8.2.3 reference to 1.3.6 removed. Added Section 7.9, and bullets 2.1.7, 5.1.1.6, 2.1.8, 5.5.1.9 and 7.4.1.2.1. Bullet 2.1.5 changed to include job description. Bullet 5.5.1.9 changed to include make available. Added logo to cover page, added header wording for all pages except cover sheet and changed footer wording.	AFQAM Board
3	October 9, 2008	Modified 2.4.2 Delinquent notices will be sent out <u>on or about</u> April 1. Modified 2.4.3 Failure to pay dues by May 1 will result in termination of membership <u>suspension of membership to include removal from the discussion list and the loss of member discounts for the annual meeting, by majority vote of the Executive Board; the suspension will be lifted when the Treasurer communicates to the Secretary that the suspended member has paid his/her back dues. Members who remain suspended when the Executive Board meets in the Fall will have their memberships terminated by majority vote of the Executive Board.</u> Modified 2.5 Membership Information and Roster. 2.5.1 Membership information will not be provided to other organizations. 2.5.1.2 Membership/meeting attendance lists will be provided made available to AFQAM members and meeting attendees for the purpose of communication. List information is not to be used for the purpose of solicitation. Membership lists will not be provided to other organizations or businesses. <u>2.5.2 A list of meeting attendees and contact information (limited to physical and email addresses) may be provided to meeting attendees and supporting vendors. Meeting attendance lists will not be secondarily disseminated.</u> Modified 5.1.1.5 Appoint from the membership other committees <u>and members to represent AFQAM to other organizations as deemed necessary.</u> <u>5.1.1.5.1 Appointments last for the duration of the president's term</u> <u>5.1.1.5.2 Appointments may be renewed by the succeeding president</u> <u>5.1.1.5.3 The president should be mindful of potential conflicts of interest when appointing members to act as representatives of AFQAM.</u> Modified 5.4.1.10 Provide the membership list to the Treasurer for billing <u>by the end of the first week of December and upon subsequent completion of updates by the end of the first week of December.</u> Modified 5.5.1.3 Mail dues notices by <u>February 1st of each year</u> per the Bylaws with delinquent notices sent by April 1st. Removed Section 6.7 Resources Committee. Added Section 7.3 AFQAM Advertising Policy. Added Section 7.3 AFQAM Advertising Policy	AFQAM Board
4	May 19, 2009 posted October 2009	Modified 2.3.2. Application deadline: application must be received by the membership chair <u>30</u> days prior to the annual meeting. 2.3.3. Send completed application, with dues, to the membership chair. Additionally, the applicant will send sponsor form(s) to his/her sponsor(s) one of which must be a current AFQAM member. 2.3.6 [deleted] Upon acceptance	AFQAM Board

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4 (cont.)	May 19, 2009 posted October 2009 (cont.)	by the Membership Committee, The Membership Chair will send the applicant's name and dues to the Treasurer and an acknowledgement to the applicant stating when Executive Board action will take place. At this time, the Secretary will give the member applicant access to the AFQAM Discussion Group. Addition of Appendix A	AFQAM Board
5	September 27, 2010	Modified 2.3.2 Application deadline: application must be received by the membership chair at least 60 30 days prior to the annual meeting. Deleted 2.3.6 [deleted] and renumbered subsequent bullets. Modified 3.1.1 The Past President Nominating Committee will submit post on the AFQAM discussion list the executive board positions available for the next election. Modified 3.1.2 The Past President Nominating Committee will solicit <u>candidates from</u> members in <u>good standing to fill vacancies in officer's positions for</u> nominations and will request from members interested in serving in a particular Board position a brief statement of qualifications. Ideally, at least two candidates per position vacancy <u>vacancy</u> will be selected, excluding the position of President and Past President, which are filled by the President Elect and the President, in accordance with the Bylaws. Modified 3.3.3 Voting will take place at the annual AFQAM Conference Business meeting. Deleted 4.1.3 A payment authorization form will be submitted to the Treasurer. Without the required documentation, the next higher level of approval is required. and renumbered subsequent bullets. Modified 4.4.3.2 Meals and Lodging will be paid according to the Domestic Maximum Per Diem Rates found at www.policyworks.gov <u>www.gsa.gov</u> receipt(s) required for lodging. Modified 4.4.3.4 Reimbursement: upon receipt of the necessary form <u>a written reimbursement request</u> with any required receipts, payment may be made up to the authorized amount; any excess expenses must be approved in accordance with these policies. Modified 5.4.1.11 Send membership directory to the <u>Marketing &</u> Communications Committee after voting in new members at annual meeting. Modified 5.5.1.5 File an annual report with the State of Hinois <u>Virginia</u> listing Board members. APPENDIX A: Added <u>Education &</u> before each use of Training Committee. Added <u>Marketing &</u> before use of Communications Committee. Modified the responsibilities of the Education and Training Committee bullet 2 Communicate with the Program Committee to ensure that the remainder of the program so is not redundant, but rather complementary subject matter. Modified Event Expectations bullet 11 Door prizes and grab bag gifts are nice, only if the budget can afford it. Vendors can be a good <u>good</u> source of door prizes.	AFQAM Board