



**Society of  
Quality Assurance**

2010  
Membership  
Brochure

**Promoting Quality in the Regulated Research Community**

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# 2010 Benefits of Membership



## SQA Annual Meeting and Formal Training Opportunities

**Annual Meeting** - held for three days each year in different locations throughout North America:

- Registration fee discount for members
- Formal presentations with current developments and information
- Workshops and round table discussions
- Interactions and networking opportunities with international, national, state and regional regulators
- Training sessions
- Networking with peers and consultants
- Presentation handouts
- Poster sessions on current issues
- Member consultant information
- Exhibition featuring suppliers to the industry

**Formal Training Opportunities** - basic, specialized and professional enhancement

- Registration fee discount for members
- Two full days preceding and one day following the Annual Meeting each Spring
- Five days each Fall

## **TANGIBLE BENEFITS OF MEMBERSHIP**

### **SQA Membership Directory** - published annually

- Includes Officers/Directors, Regional Chapters, Specialty Sections, Committees and a listing of Corporate Supporters
- Alphabetical listing of members includes membership category, title and affiliation, address, telephone, fax and e-mail
- Listings of members organized by company affiliation and geographical location
- Alphabetical listing of Registered Quality Assurance Professionals in Good Laboratory Practices (RQAP-GLP) and Good Clinical Practices (RQAP-GCP)

### **SQA Newsletter** - published quarterly

- News and updates pertinent to regulatory and research quality assurance (GCP, GLP, cGMP, etc.)
- In-depth discussion of current regulatory issues (e.g., 21 CFR Part 11 and CROMERR)
- Regional Chapter, Committee and Specialty Section reports
- Relevant articles and book reviews
- SQA training and meetings calendar
- Advertisements for job openings, professional services, and much more

### **Members-Only Website**

- On-line regulatory bulletins providing information and links to current regulatory issues and trends
- Regulatory Q&A database containing hundreds of regulatory questions that have been answered by key EPA and FDA representatives
- On-line searchable Membership Directory with Committee and Specialty Section listings
- Searchable Bibliography of References with over 1,000 quality assurance references
- Reports of regulatory inspection experiences
- Current employment opportunities and links to Consultant advertising
- Specialty Section and Committee updates featuring pertinent industry information
- Links to Regulatory Agencies, National QA Societies, Regional Chapters, Liaison Organizations and Corporate Supporters
- SQA Organizational Charts and Standard Operating Procedures
- SQA Calendar of Meetings, Training and Events
- Portal for discounted purchasing (≈15%) of unpublished regulatory inspection reports and relevant documents

### **Good Laboratory Practice and Good Clinical Practice Regulations and Reference Materials on Searchable CD-ROMs**

SQA members may purchase at cost searchable CD-ROMs including GCP or GLP regulations and reference materials. Purchase both CDs and receive a special discount!

### **Online Subscription for QA Journal**

Each level of membership includes an online subscription to the *Quality Assurance Journal* (John Wiley and Sons). Members may also take advantage of a reduced personal subscription rate for the hard copy Journal (an 85% discount off the Wiley rate). For more information concerning the *QA Journal*, please see the website: <http://www3.interscience.wiley.com/cgi-bin/jhome/15634>.



# 2010 Membership Information



## **ACTIVE MEMBERSHIP**

Active members of the Society are eligible for election as Officers, Directors and Elected Committee members and are entitled to vote on all matters pertaining to the affairs of the Society.

Active membership requirements are:

- a. **Two Years Professional Experience in QA; and**  
Applicants shall have at least two years current experience in a quality assurance function immediately preceding the date of application. Quality assurance experience should be related to audit functions to assure compliance with Good Laboratory Practices (GLP), Good Clinical Practices (GCP), or Good Manufacturing Practices (GMP) as the Regulations/Standards/Principles relate to support of research activities. U.S. Food and Drug Administration (FDA), U.S. Environmental Protection Agency (EPA), Organisation for Economic Co-operation and Development (OECD) or other national/international equivalents are acceptable. Experience should be documented on a current resume or curriculum vitae.
- b. **Active Involvement in the QA Profession; and**  
Applicants shall demonstrate current, active involvement in the QA audit profession. These activities may be demonstrated through submission of documents supporting employment history, professional activities, affiliations, published articles, or attendance at training or educational sessions. These activities should be documented on the resume or curriculum vitae.
- c. **Attendance at One QA Meeting OR Written Sponsorship from Two Active SQA Members**  
Applicants shall provide either written sponsorship from two SQA Active members in good standing or provide evidence of attendance at a recent (i.e., within five years of the date of application) research quality assurance meeting or training. Letters of sponsorship shall be dated within one year of the date of application. An example letter of sponsorship is available on the SQA website. Acceptable meetings include those sponsored by SQA, SQA chapters or other allied research quality assurance organizations. A syllabus must be attached for training sponsored by an organization other than SQA or any of its chapters.

## **Documentation Required for Active Membership Applications:**

- a. Resume **documenting two years professional experience in QA; and**
- b. Resume **documenting active involvement in the QA profession, should include:**
  - Employment history, including duties and duration of any professional positions in QA;
  - Professional activities, including allied affiliations and activities, published articles, awards, etc.;
  - Education and training, including GCP, GLP, GMP and QA training; and
- c. **Evidence of Attendance at Quality Assurance Meetings**  
Please provide evidence of attendance at QA meetings, such as certificates, receipts, badges, or copies of the program, etc.

**OR**

### **Letters of Sponsorship**

Attach letters of sponsorship from two Active SQA members in good standing.

## **AFFILIATE MEMBERSHIP**

Affiliate members shall not vote and shall not be candidates for any election, but shall receive all tangible benefits of membership and may participate in nonelected committees and specialty sections.

Affiliate members may join the Society upon completion of a membership application and payment of dues.

## **Specialty Sections**

SQA Specialty Sections are created around topical interests of the membership. SQA currently has Specialty Sections for the following interests:

- **Animal Health**
- **Beyond Compliance**
- **BioAnalytical**
- **Biotechnology**
- **Clinical**
- **Computer Validation Initiative Committee**
- **Good Laboratory Practices**
- **Good Manufacturing Practices**
- **Medical Devices**
- **Scientific Archiving**
- **University**



# 2010 SQA Committees



## Elected Standing Committees

### Articles of Incorporation and Bylaws (AIBC)

The AIBC considers changes to the Articles of Incorporation and Bylaws and makes recommendations regarding changes to the Board of Directors.

### Education (EdCom)

The EdCom identifies the professional development needs of the Society membership and coordinates basic and advanced training and professional enhancement opportunities through workshops, lectures, short courses and forums throughout the year.

### Ethics and Membership Credentials (EMCC)

The EMCC evaluates the qualifications of candidates applying for active SQA membership and investigates charges of questionable or unethical behavior in the Society. EMCC is also responsible for administering the Society's awards program.

### Council on Professional Registration (CPR)

The CPR ensures effective operations of the Professional Registration program.

## Appointed Standing Committees

### Board of Publications (BoP)

The BoP determines the editorial policy of all publications of the Society and is responsible for the newsletter, website, bibliography of references and membership directory.

### Finance

The Finance Committee provides advice and recommendations to the Board of Directors in the development and maintenance of SQA's financial policies and procedures and provides oversight and management of the Society's financial practices.

### Nominating

The Nominating Committee identifies qualified candidates and presents a ballot for the election of SQA Officers, Board Members and Elected Committee Members.

### Tellers

The Tellers Committee confirms the electoral ballot results and reports the election results for Officers, Directors and Committee members in accordance with the SQA Bylaws.

## Volunteer Standing Committees

### Corporate Relations

The Corporate Relations Committee is responsible for developing and maintaining a partnership with our corporate supporters and for projecting and maintaining a positive image of the Society and the profession.

### Historical

The Historical Committee has established and ensures maintenance of the archives of SQA historical documents.

### International Relations

The International Relations Committee is dedicated to developing an interactive network of professional societies involved in regulated research throughout the world.

### Liaison

The Liaison Committee develops and maintains relationships with other professional societies and organizations.

### Membership Retention and Development (MRDC)

The MRDC is responsible for developing and maintaining tangible and intangible benefits for the membership and for developing a marketing strategy to enlighten nonmembers about the benefits of SQA membership.

### Mentoring Program (MPC)

The Committee's mission is to provide a valuable resource to SQA through the administration of a mentoring program for its members. The program will impart an enriching experience to mentees by providing a basis to interact with successful experts, receive personalized feedback and encouragement, and acquire new technical knowledge and skills. Mentors will gain opportunities to augment mentoring skills, obtain new technical information, increase their professional networks and gain recognition as subject matter experts in their given fields.

### Program

The Program Committee plans and organizes the content and activities of each Annual Meeting.

### Regional Chapter Presidents (RCPC)

The RCPC is comprised of the President of each SQA Regional Chapter and is chaired by the SQA Vice-President. The RCPC provides a conduit for chapter/international information to be disseminated to the SQA membership.

### Regulatory Forum (RF)

The RF assesses regulatory trends and informs the membership of regulatory changes that impact on the work of research quality assurance professionals.