

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY
SECTION POLICY**

POLICY NUMBER: MSP-T-002	SUBJECT: Biomedical Consortium Task Group
ORIGINATION DATE: 09-07-2004	ACCOUNTABILITY: Section Chair Elect
APPROVAL DATE: 11-02-2004	APPROVAL BY:
REVISION DATE: 09-02-2008	PAGE NO: 1 of 5

1.0 OBJECTIVE

- 1.1. The Biomedical Consortium is a Task Group (TG) organized under the auspices of the Minnesota Section of the American Society for Quality (ASQ). As such, the Task Group operates in accordance with the Bylaws of the Minnesota Section.
- 1.2. It is the policy of the Section and the Biomedical Consortium Task Group to jointly develop adequate operating guidelines to establish operating consistency, financial responsibility, and to minimize Section risks. As part of the Minnesota Section, the Section assumes all liabilities of the Biomedical Consortium Task Group.
- 1.3. The purpose of the Task Group is to inform interested persons / organizations / businesses in the biomedical industry of learning opportunities that focus on related issues, new and existing regulations and standards, and pertinent quality-related tools and techniques.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1. The Policies and Procedures of ASQ as provided by the National ASQ Board of Directors and published in the Society Management Handbook and the ASQ Section Policies (S Documents).
- 2.2. The Policies and requirements defined in the Section Operations Manual and Section Policies/Procedures Manual of the Minnesota Section, ASQ.

3.0 SUPERSEDES

- 3.1. None

4.0 ACCOUNTABILITY

- 4.1. The Biomedical Consortium Task Group is accountable to the Section Chair Elect.

5.0 POLICY / PROCEDURE

- 5.1. Strategy
 - 5.1.1. Identify pertinent issues and topics relating to the biomedical industry.
 - 5.1.2. Search for and identify related resources; provide resources when appropriate.
 - 5.1.3. Publicize the availability of these resources to Minnesota Section members and the biomedical

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industry in general.

5.2 Tactics

5.2.1 Evaluation of Needs

- 5.2.1.1 Researches the biomedical industry, global regulatory authorities and the membership for existing or imminent issues.
- 5.2.1.2 Encourages responses from members and the community of unfulfilled issues relating to the biomedical industry.
- 5.2.1.3 Evaluates educational offerings of Section member units (Education, Program and Conference). Communicate and coordinate TG event offerings with these Section units (see 5.2.3.1).
- 5.2.1.4 Applied learning techniques will be the favored method of developing skills and knowledge.

5.2.2 Working with Existing Educational Organizations

- 5.2.2.1 Encourages non-competitive relationships with all professional educational organizations.
- 5.2.2.2 Informs professional educational organizations of the issues relating to the biomedical industry.
- 5.2.2.3 Informs members and the community of the issues relating to the biomedical industry and specific responses provided by specific professional educational organizations and/or by other relevant resources.

5.2.3 Action on Identified Needs

- 5.2.3.1 Identifies opportunities being provided by professional education organizations or by any other specific, relevant resource. Strive to coordinate levels (e.g. entry, intermediate, advanced) to provide a growth continuum in event offerings, if possible.
- 5.2.3.2 Identifies opportunities not being provided by professional education organizations or any other specific, relevant resource; evaluate the feasibility of facilitating such an offering, then, act accordingly to initiate these opportunities through Biomedical Consortium Task Group and/or other cooperative resources.
- 5.2.3.3 Informs membership and the community of planned educational /training opportunities.

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5.2.4 Membership

5.2.4.1 Parent Organization is the Minnesota Section 1203, ASQ.

5.2.4.2 Task Group officers must be ASQ members as noted in section 5.3.3.

5.2.5 Educational Formats:

5.2.5.1 Deleted

5.2.5.2 May include but are not limited to (as resources permit):

5.2.5.2.1 Classroom Sessions

5.2.5.2.2 Meetings/Seminars

5.2.5.2.3 Video/Tele Conferencing

5.2.5.2.5 Other conferences by affiliation or reference

5.2.5.2.5 Web Sites

5.2.5.2.6 Publications

5.2.5.2.7 Textual

5.2.5.2.8 Workshops

5.2.5.2.9 Focus Groups

5.3 Organization

5.3.1 Structure

The Biomedical Consortium is a Task Group within the Minnesota Section of ASQ. Its officers govern this Task Group.

5.3.2 Officer Selection

Officers are elected by the Biomedical Consortium Task Group members in April or May for service in the following ASQ year (July 1 to June 30). The officers are: chairperson or co-chairpersons and Treasurer.

5.3.3 Governance

5.3.3.1 Chairperson - shall present Biomedical Consortium Task Group annual plans and budget to the Section, shall call and conduct meetings of the Biomedical Consortium Task Group, shall be responsible for completing objectives and meeting planned budget, and the Chairperson or designate shall represent the Biomedical Consortium Task Group at the Section Executive Board meetings and report on activities. As possible, the Chairperson should groom a potential successor who must be an ASQ member.

5.3.3.2 Treasurer - shall disburse funds as directed by the Biomedical Consortium Task Group, maintain a balanced account, and provide periodic reports of the financial condition of the Biomedical Consortium Task Group to its officers and the Section Treasurer. Individual must be an ASQ member.

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5.3.3.3 Task Group

5.3.3.3.1 Shall initially be chosen from interested individuals (ASQ members or otherwise) by the Chairperson. Subsequent members may be added with the approval by the majority vote of existing members. The Chairperson(s) and Treasurer shall automatically be members. The Task Group may limit its size to ensure effective governance of the TG.

5.3.3.3.2 Shall review and approve Biomedical Consortium Task Group activities, officer election and budget.

5.3.3.3.3 May form other functional committees as needed.

5.4 Financial

5.4.1 The Biomedical Consortium Task Group shall establish an annual balanced budget (July 1 to June 30) based on expected revenues and expenses. This budget shall be reviewed by the Section Executive Board and is managed as follows:

5.4.1.1 Deficit spending will be permitted only by approval of the Section Executive Board.

5.4.1.2 As per Section policy, quarterly financial reports are to be submitted to the Section Treasurer.

5.4.1.3 The Biomedical Consortium Task Group Treasurer and one other officer designated by the Biomedical Consortium Task Group shall have the authority to disburse Biomedical Consortium funds. The Biomedical Consortium TG Treasurer reports to the Section Treasurer.

5.4.1.4 The Biomedical Consortium Task Group account balance is reconciled with Section records at the end of the fiscal year in accordance with Section accounting policy.

5.4.1.5 The Biomedical Consortium Task Group Treasurer will submit to requested Section financial audits.

5.4.1.6 Funds in the Biomedical Consortium TG account on June 30 exceeding projected expenses for the next year based on the approved budget, will be sent to the Section Treasurer and accounted for in the preceding year financial report.

5.4.2 Funding Sources

The Biomedical Consortium Task Group will strive for solvency based on income sources from:

5.4.2.1 An annual stipend from the Minnesota Section ASQ as may be approved and available based on budgetary planning submitted to the Section in the annual planning process.

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5.4.2.2 Underwriting funds from the Minnesota Section ASQ for special Biomedical Consortium Task Group sponsored learning events.

5.4.2.3 Other resources may include but are not limited to:

5.4.2.3.1 Income from events

5.4.2.3.2 Grants

5.4.2.3.3 Sponsorships

5.5 Agreements and Contracts

5.5.1 The Biomedical Consortium Task Group shall review and approve all contracts and agreements, verbal and written, which obligate the Task Group to disburse funds in accordance with Section Policies.

5.5.2 The Biomedical Consortium Task Group and the Section shall review and approve all contracts and agreements, both verbal and written, which concern the use of the Section/ASQ logo. The Biomedical Consortium Task Group will consult with the Section on other contracts as needed (legal, monetary amount, and/or for-profit issues).

5.5.3 The Biomedical Consortium Task Group will adhere to the requirements of related Section and National ASQ policy.

5.6 Reports

The Biomedical Consortium Task Group shall submit minutes of meetings to its own members and to the Minnesota Section Executive Board position designated for reporting. The Biomedical Consortium Task Group Treasurer's report shall be submitted to the Section Treasurer.

5.7 Planning

The Biomedical Consortium Task Group shall yearly establish the operating plan for the next year in concert with its purpose. Long-range (3-5 years) objectives/goals will also be addressed. Projects and funding will be part of this planning. This will become part of the yearly plan and projected budget.

6.0 APPROVAL

6.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date