



Purpose: This SOP describes the purpose and functions of the Education Subcommittee.

Scope: This process applies to the purpose, structure, duties and meetings.

References: Superworkshop Planning SOP

Procedure:

1. Purpose: to provide teaching resources for Genetic members.
2. Structure: chairperson and one quarter of all RGTs and CGTs, by volunteer or appointment
3. Duties:
 - a. Organize the Super Genetic Workshop every other year (see SOP)
 - b. Develop and present webinars and workshops
 - c. Update study guides and webpage as needed
 - d. Create the annual proficiency test for Genetic Technology
4. Meetings:
 - a. The subcommittee will communicate by email, meeting by conference call if necessary
 - b. The subcommittee will be part of the Genetic Technology Committee’s open meetings at the annual meeting
 - i. give subcommittee report to the Gen Tech chair to include in his/her report during the business meeting
 - ii. send report for the Proceedings shortly after the annual meeting

Changelog

Changes Made	Date
Created SOP	9/19/2023
Author: Molly Richeson	Date: Click or tap to enter a date.
Approved:	
Signature:	Date: Click or tap to enter a date.