



Genetic Technology Newsletter Subcommittee Description
GENE 007-01



Purpose: This SOP describes the purpose and functions of the Newsletter Subcommittee of the Genetic Technology committee.

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

References: NA

Procedure:

1. Purpose: to write articles for the bi-annual newsletter.
2. Structure: chairperson and one quarter of all RGTs and CGTs, by volunteer or appointment
3. Duties:
 - a. Contribute at least one article for each newsletter
 - b. Advertise for the Genetics Superworkshop
 - c. Create summaries and articles of news and events regarding Genetic Technology
 - d. Introduce new RGT/CGT members via the newsletter
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	11/6/2023
Author: Molly Richeson	Date: Click or tap to enter a date.
Approved:	
Signature:	Date: Click or tap to enter a date.