

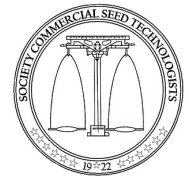
Purpose: This SOP describes the purpose and functions of the Teaching and Training Committee.

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

References: Continuing Education points Subcommittee SOP and Webinar Subcommittee SOP

Procedure:

1. Purpose: to improve teaching seed training resources for SCST and AOSA members
2. Structure: co-chairs (one AOSA and one SCST) and members (no less than five); Continuing Education points Subcommittee and Webinar Subcommittee
3. Duties:
 - a. Committee:
 - i. Develop and implement a system of seed schools or workshops to:
 1. Promote the use and proper interpretation of the AOSA Rules for Testing Seeds and appropriate handbooks
 2. Provide basic seed schools for beginning analysts
 3. Provide advanced instruction for experienced analysts
 4. Provide special training on specific problems as they arise
 - ii. Update and edit the Seed Technologist Training Manual
 - iii. Work with the AOSA/SCST Consolidated Exam Committee and the RGT Board of Examiners to update the Study Guides
 - iv. Approve workshops and educational webinar for continuing education (CE) points and suggest workshop topics (survey members as required)
 - v. Create and maintain a list of qualified trainers or experts to assist at workshops, symposiums, etc.
 - b. Chair:
 - i. Forward any issues you want the Board to discuss to the Executive Director for inclusion on the Board meeting agenda
 - ii. Provide Executive Director with the minutes of any meetings/conference calls
 - iii. Maintain records of committee activities and pass them along to the next committee chair
4. Meetings:
 - a. The committee will meet by conference call as necessary
 - b. The committee will hold an open meeting at the annual meeting
 - i. February: provide Executive Director/Annual Meeting Planning Committee with meeting needs
 - ii. May: provide Executive Director/Annual Meeting Planning Committee with agenda to reserve meeting space and AV equipment
 - iii. give committee report during the business meeting
 - iv. send report for the Proceedings shortly after the annual meeting



Changelog

Changes Made	Date
Created SOP	8/9/2023
Author: Person in charge of this process	Date: Click or tap to enter a date.
Approved:	
Signature:	Date: Click or tap to enter a date.