



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

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

References: NA

Procedure:

1. Purpose: to facilitate the presentation of webinars for AOSA and SCST members
2. Structure: chair
3. Duties:
 - a. Recruit subjects and presenters
 - b. Provide a power point template
 - c. Set up webinar time and date
 - d. Send out webinar announcement
 - e. Assist with the live presentation
 - f. Provide the list of attendees (generated by webinar moderator) to the CE point chairs
 - g. Forward recorded webinar to be posted on T&T website
 - h. Forward submission form from members who view the recorded webinar to the CE point chairs
4. Meetings:
 - a. The subcommittee will communicate by email, meeting by conference call if necessary
 - b. The subcommittee will be part of the Teaching & Training Committee’s open meeting at the annual meeting
 - i. give committee report during the business meeting
 - ii. 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.