Roles and Responsibilities of QAC members

The following Roles and Responsibilities of QAC (Qualification Advisory Committee) Members outlines the knowledge base, travel and time commitments, and work products to be produced by potential committee members.

POSITION IN THE AGENCY OF QAC MEMBER	CONSIDERATIONS WHEN ASSIGNING A MEMBER OF THE QAC	AFTER BEING ASSIGNED AS A MEMBER OF THE QAC BY THE AGENCY	
Position Responsibilities	**Individual Experience / Skills**	**Committee Operating Rules (Possibly a packet received upon assignment to QAC)**	**Meeting Specific Expectations (Norms)**
Able to act as the agent of the agency – make decisions for the agency	Familiarity with WAQTC.org	How WAQTC is funded	Able to provide support outside of the meeting
QAC program standards followed in the agency	Experience and knowledge	QAC membership requires use of TTQP	Has authority to make changes in the agency
Personally involved with or linked to the AQC (Agency Qualification Committee)	Be the actual trainer and / or the lead trainer	Majority rules, consensus preferred	Able to be separated from their duties during the meetings
Represent the QAC and WAQTC professionally, positively, and with respect	Physical materials testing experience.	Member can only vote on subject that is exercised in their agency	Attend the meetings in person.
Works in the capacity that fits with the committee work (Works in Materials, Technical Training etc.)	Qualified in all modules exercised in their agency.	Knowledge of WAQTC, QAC, and Executive Board structure	Need to be prepared in the agenda items and participate.
Implement or involved in the trainer training or proctor technician training	Have reviewed and / or used the training materials	Understanding of the WAQTC Admin. Manual	Contribute to the Strategic Plan – submit changes and revisions to the committee
Agency allows the position, and the individual is able to travel	Experience with training delivery	QAC Programs Standards Followed by Agency	Bring suggestions of changes to the procedures with solutions