



## C&Q COP Website Task Team Position Description

*Updated on 16-Feb-12*

### Website Task Team Overview:

This valuable Task Team is responsible for maintaining, monitoring, and administration of the *Community Discussions* for the primary communication interface with the 4000 worldwide members of the Pharmaceutical community involved or interested in *Commissioning and Qualification* – the ISPE C&Q COP Website.

### Position Purpose and Objectives:

Task Team members coordinate in a team effort to review and update Website content. In addition *Community Discussions* are monitored to insure recommendations and options are consistent with ISPE C&Q Guidance Documents, that the Website is not being used to promote individual companies or individuals, and assist in identifying appropriate COPs or SMEs if required by individual discussions.

**Appointed by:** Task Team Leads

### Responsibilities of this Position:

- Attend monthly Task Team conference calls
- Act as primary Community Discussion monitor on a rotating basis with other Team members
- Provide recommendations on Website improvement
- Periodic review of Website related to freshness of content
- Identify major community discussion threads that could be candidates for further knowledge development such as Webinars, White Papers, etc.

### Skills/Experience Requirements for this Position:

- The incumbent must be an ISPE member in good standing
- The incumbent should be a subject matter expert in the discipline of the C&Q COP
- Two to three years experience related to the implementation of ASTM E2500 and /or Quality Risk Management approaches for C&Q

**Length of Service:** 1 Year

**Time Commitment:** Approximate hours per month: >0 to 5 Hours on a regular basis and an additional  0 to 6 Hours 1 or 2 months when primary Community Discussion monitor.

Work will be  intermittent  regular  regular with peaks requiring additional effort.

### Resource Requirements

**Provided by ISPE staff or volunteers:** The Task Team Leads will provide guidance on the assignments of the Task Team members. The C&Q COP Steering Committee will provide guidance on the assignments of the Task Team as a whole. The ISPE Staff Project Manager provides support to the Steering Committee.

**Expected from the volunteer (or his/her employer):** Active participation is expected from all Task Team members. Task Team members should have commitment from his/her employer to allow participation in team meetings during working hours. Access to electronic tools (email, internet) is expected.

### Meeting Schedule:

Task Team meetings will be held virtually on a monthly basis.

### Attendance Requirement:

All Subcommittee Committee Members should attend a minimum of 75% of the meetings; all of them if possible.

### **Volunteer Expectations**

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| <ul style="list-style-type: none"> <li>✓ <i>Actively participate in meetings</i></li> <li>✓ <i>Read materials and come prepared to each meeting</i></li> <li>✓ <i>Listen to people and ideas</i></li> <li>✓ <i>Become knowledgeable of the Society's policies and procedures</i></li> <li>✓ <i>Complete assignments on time</i></li> </ul> | <ul style="list-style-type: none"> <li>✓ <i>Respond to communications in a timely manner</i></li> <li>✓ <i>Develop a good relationship with Staff</i></li> <li>✓ <i>Respect confidentiality</i></li> <li>✓ <i>Fully support all decisions of the Board and Committee</i></li> <li>✓ <i>Always act in the best interests of ISPE</i></li> </ul> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>