



PATH Intl. Quality Assurance Task Force Charter

Task Force Purpose:

In alignment with the PATH Intl. strategic plan, the Board of Trustees has chartered a special Task Force to address Quality Assurance issues. This task force will work closely with staff over the next year to research and develop a quality assurance program.

Task Force Objective:

To research and develop a quality assurance program that helps to direct association governance, in the stewardship of our members and brand protection.

Task Force Makeup:

In accordance with the PATH Intl. Bylaws, the President of the Board of Trustees appoints a Task Force Chair for a term of one year and subject to a limit of four consecutive years.

The Task Force Chair appoints Task Force Members who will be current voting members of PATH Intl. (with the exception of the staff liaison) and subject to the approval of the Board of Trustees. Task Force membership is also limited to four consecutive years.

At least one staff member will fill a seat on the Task Force and will have voting privileges.

All Task Force members are required to sign and date a confidentiality statement and a conflict of interest policy.

The Task Force is authorized by the Board of Trustees and reports to the Board President.

Responsibilities:

- The Task Force will actively seek stakeholder input
- The Task Force will communicate regularly with stakeholders
- The Task Force will keep official minutes
- The Task Force will make regular reports back to the Board of Trustees
- The Task Force will establish an initial work plan and adhere to deadlines for milestones
- The Task Force will set goals and measurable objectives
- The Task Force will meet regularly via conference call.

Decision-Making:

While this Task Force will strive for consensus, major decisions will be approved with a majority vote of members present at any regularly scheduled meeting.

Voting is prohibited during any specially called meeting or outside of any regularly scheduled meeting.

Otherwise, the most current version of Roberts Rule of Order will be followed.

Procedure:

- Meeting dates will be agreed upon a year in advance. Changes to meeting dates will be done with task force approval.
- Task Force recommendations and reports will be submitted to the Board of Trustees in writing. The Board of Trustees will respond/react to recommendations or reports in writing.
- Any Task Force member absent without reasonable cause for more than three consecutive meetings will be considered to have resigned their seat. The Task Force will move to fill that seat.
- Task Force members shall not report opinions expressed in meetings, nor shall they report publicly on Task Force action.

Resources:

As needed, this Task Force will be required access to a number of proprietary and public documents, including, but not limited to:

PATH Intl. Bylaws

Current *PATH Intl. Standards for Certification and Accreditation*

PATH Intl. Strategic Plan

PATH Intl. Code of Ethics

Financial statements

Annual audit and any management letters

Complaints received by the association

Policies and procedures

Employee Manual

Historical data

Staff Liaison:

Carrie Garnett, Director of Membership and Technology