

*Midwest Regional Chapter  
Society of Quality Assurance*



**CHAPTER PROCEDURE**

<b>Title:</b>	<b>MWSQA Meeting Survey</b>
<b>Date of Approval:</b>	<b>05 May 2011</b>

**PURPOSE/SCOPE**

To describe the process for preparing MWSQA meeting surveys and summarizing and reporting MWSQA meeting survey results.

**DEFINITIONS**

**Survey Committee:** Comprised of volunteers from the membership willing to assist with the development, distribution and tallying of survey results based on meeting attendee feedback.

**Meeting grid:** Listing of presentations/presenters for the MWSQA regional chapter meetings.

**PROCEDURE**

<b>PROCEDURE</b>	<b>RESPONSIBILITY</b>
1. Obtain meeting grid from the Program Planning Committee Chair or designee	Survey Committee Co-Chair or Designee
2. Transfer information from the chapter meeting grid to a survey format	Survey Committee Co-Chair or Designee
3. Verify content of survey	Survey Committee Co-Chair or Designee
4. Send survey to designated individual on the Program Planning Committee for review and duplication / distribution or posting (for electronic surveys as applicable).	Survey Committee Co-Chair or Designee

## MWSQA Meeting Survey

### PROCEDURE

### RESPONSIBILITY

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| 5. Copy survey for distribution at the chapter meeting or forward to SQA to distribute electronically to membership  | Program Planning Committee Chair or designee |
| 6. Forward completed surveys to the Survey Committee Chair or designee   | Program Planning Committee Chair or designee |
| 7. Compile survey results within 30 days of the closing date for the regional chapter meeting  | Survey Committee Co-Chair or designee        |
| 8. Provide a written report of survey results to the MWSQA Board of Directors and Historical Committee Chair within 30 days of the closing date for the regional chapter meeting | Survey Committee Co-Chair or designee        |
| 9. Review results to prepare for next regional chapter meeting   | Program Planning Committee                   |
| 10. Provide meeting Speakers with survey results for their session within 60 days of the closing date for the regional chapter meeting.  | Program Planning Committee                   |

Owner: Communications Committee Chair