

Opportunities to contribute to PQG

The PQG has built a strong reputation over the past 30 years for the provision of meetings and standard/guidance documents that help quality professionals in the pharmaceutical industry. This does not just happen; it is a result of hard work by a number of individuals who volunteer their services in various ways. Having spoken to many of these individuals over the years, I know that providing such involvement not only provides a 'feel good factor' from giving something back, but also in many cases has helped people to advance their careers, through increasing both their direct knowledge and their network of contacts.

PQG currently has two vacancies (Monographs Co-ordinator and Webmaster) that we need to fill in order to maintain and expand our activities and I hope that you will see an opportunity for yourself in one of these roles, which are further detailed below. We have spelt out the roles in some detail, but please do not be daunted by this as active support will be provided.

Monographs Co-ordinator

This committee position has been vacant since the AGM and we are very keen to fill it in the near future to set in place and oversee a programme of revision for our current monographs and any new titles that might be proposed.

The role includes the following activities:

1. Identify monographs for development based on feedback from members/other contacts.
2. Arrange for regular review of the monographs to identify when they need updating.
3. Find and appoint a Project leader for either new monographs or revisions where these are solely PQG initiated monographs.
4. Help the Project leader find contributors to the monograph.
5. Manage the PQG's interests in respect of the development and publishing processes.
6. Liaise with MHRA regarding their feedback on drafts and obtain Forewords.
7. Coordinate the launch of new/revised monographs in conjunction with the PQG Programme Coordinator.

Help and advice to whoever takes on this position will be given by the wider committee, so please don't put off applying for this role due to concerns about your knowledge of people who might be able to lead projects or experience in progressing publication or arranging a launch event. Enthusiasm to develop our publications and a willingness to learn are the most important attributes.

Webmaster

A strong web presence is vital as we look to provide optimal support to members. We have been fortunate over recent years to have Norman Randall filling the role of Webmaster, which involved

managing a significant technological update earlier this year. Norman will be looking to stand down from the committee at the next AGM and we are keen to identify a successor for this role as soon as possible. A basic computer literacy is required, but no prior experience in website development is needed as training will be provided. Enthusiasm to maintain and develop our web presence and to learn the skills to do this are what matters.

The role includes the following activities:

1. Manage day to day activities of the PQG website to ensure that it is kept up to date with information received from members or other sources.
2. Update and upgrade the website to meet evolving Members' needs and to facilitate communication between the PQG and its Members and other persons.
3. Maintain the User Requirement Specification for the site to ensure that it covers the needs of the group
4. Arrange the hosting of the website and ensure that it remains secure by liaising with our host/design company
5. Arrange advertising for all PQG events and any others agreed by the Committee*
6. Arrange paid advertising on the site for jobs and conferences using conditions agreed and defined by the Committee**
7. Send out Membership mailings to alert members of new items on the web site and for all paid jobs and conference adverts on the day they are uploaded.
8. Liaise with other Committee and group Members who look after sections of the website and provide support to them when needed.

*With the new website functionality, this role is being taken on by the Meetings Co-ordinator.

**Due to the importance of timely service relating to such adverts, a small payment is made for these activities.

If you are interested in taking on any of these roles, then please do contact me as soon as possible and by 4th December 2011.

Phil Butson
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