**TITLE:** Quality Control/ Product Integrity Committee

**PURPOSE:** Establish duties for the Product Integrity Committee

**ACTIONS/PROCEDURES/ACCOUNTABILITIES**

1. Oversee the quality of all products sold at the Market as determined by the FCMLC Vendor Policies and Procedures (P & Ps). To do so, Committee members shall have comprehensive knowledge of the P & Ps.
2. Review the P & Ps, as needed, and provide update recommendations to the Board.
3. Coordinate with the Market Manager to have a presence at all new vendor orientations, as needed and/or as scheduled.
4. Assist the Market Manager in interpreting product integrity complaints, violations of the P & Ps, and site visits to ensure compliance, if necessary.
   1. All site inspections shall be performed by the market manager and at least one other market representative, preferably a member of QC Committee.

# Provide a monthly written report at least one week prior to all regular Board meetings. The report shall contain, but not be limited to, the following information:

# A list of committee members, meeting attendance, and a schedule of upcoming Committee meetings.

# The previous month’s activities.

# A status report detailing upcoming activities and timelines.

# The Committee Chair or a designee shall be present at all regular Board meetings.

# Accountable to the Board as specified in the Bylaws.

# Members will sign a Confidentiality Statement.

# Provide appropriate required financial records for all expenditures.

# I.e. Mileage for site checks.

# All FCMLC members in good standing are eligible to serve on this committee.

# Committee shall be comprised of no less than 50% market members.

# Board members serving must be market vendors.

# No more than two (2) board members, including the board liaison, may serve at any one time.

# If more than two members wish to serve the board will appoint.

# In the event that there are no members available to assist on site checks this rule may be temporarily suspended and a board member or other board approved market representative may be asked to assist.

# The Vice Chair serves as the board liaison.

# Committee and sub-committee members shall serve without compensation.

# Members may only serve on one committee.

# PROCEDURE APPROVAL:

Secretary Date

Chair Date