

# THE TRAINING AND RESOURCES COMMITTEE (TRC)

## *General Committee Duties*

### **1. The Maintenance of the CAC Seminar Abstracts**

- 1.1 TRC maintains an original binder containing abstracts of all the past CAC seminars arranged in chronological order. The binder is updated after each seminar in preparation of distribution to new CAC members voted in at the next seminar. The printing of the abstracts of each seminar is accomplished by the Editorial Secretary who provides the TRC Chairperson with enough copies to update the supply of binders. The TRC Chairperson then gives/mails a binder to the new member with a cover letter explaining to the member what he/she is receiving.
- 1.2 TRC arranges to have the whole collection of the complete abstracts from the past five years and indexes or abstracts for the years previous complete abstracts reproduced so that copies are always available. (This is distinct from the duty of the Editorial Secretary who prints and distributes the abstracts of the immediate past seminar soon after it adjourns). TRC must make arrangements months ahead of anticipated need for the copying as well as the purchase of binders. Funds will be allocated by the Board.
- 1.3 Abstract Index – The index should be updated every few years before it turns into a massive job. The current index will be on a disk so it can be easily updated. The TRC member who updates the index should have access to a word processor or computer compatible with information on the disk.

### **2. Maintenance of the TRC Video Library**

- 2.1 A Training Video Library will be maintained by the TRC Committee. Original training videos will not be used for lending. At least one copy of each video will be kept on hand for lending to the membership. A TRC member will disperse the training video tapes upon specific request from members along with a Video Lending Agreement. The TRC will be responsible for sending the video to the interested member while the interested member shall be responsible for the return of the video to TRC. CAC videos are available at no loan cost to CAC members ONLY.
- 2.2 The TRC is responsible for the CAC's video equipment. (See Section 2.3). The TRC is also responsible for the general service of this equipment.
- 2.3 Equipment owned by the CAC and in the care of the TRC:
  - a. 2 Sony 8mm cameras
  - b. 2 lapel microphones
  - c. 2 tripods
  - d. 2 camera cases
  - e. 2 VCR's
- 2.4 The TRC is responsible for increasing the size of the TRC Video Library by video taping all quality CAC training sessions and other forensically oriented general interest categories, which may include purchasing tapes through commercial vendors.
- 2.5 The TRC will obtain oral and/or written agreement from any videotaped speaker that may be videotaped during the presentation.
- 2.6 The TRC will maintain the video lending records.

### **3. Training**

- 3.1 TRC will determine the training needs of membership, including technical and non-technical/related areas, through surveys or other means. This is typically done on an annual basis prior to the submission of training proposals to the Endowment Committee.
- 3.2 Study Groups – Encourages and provides help to the study groups so that they remain or become viable entities. This could include recruiting group leaders and providing moral support to the leader/organizers.
- 3.3 The TRC will obtain training requests from the membership or other interested parties and review and prioritize training proposals from the Endowment Fund. The results shall be reported in an organized format to the Endowment Committee at the appropriate deadline date.
- 3.4 The TRC will follow the Endowment Committee requested format for these requests for funding of training classes for CAC members.
- 3.5 Funded training courses will be organized either by the TRC or by the agency proposing the course. TRC can assist host agencies where necessary.
- 3.6 Seminar workshops- Works in conjunction with Seminar Chairperson on arranging for workshops.

### **4. Projects**

- 4.1 Projects can be anything which promotes training or organizes information resources. Typical examples of information resources would be literature or video libraries, listing of standard collections or listings of individual experts in a particular field. A project might be organizing a symposium.

#### *Duties of the Chairperson*

##### **1. Reports to the Board and Members**

- 1.1 The chairperson reports to the CAC Board of Directors in writing at each Board meeting. Copies are given to each Board member and to each TRC member. A more detailed report is prepared for each semi-annual business meeting. This is presented in person whenever possible.

##### **2. Leadership**

- 2.1 The chairperson organizes the committee by recruiting new members and requesting them and current members to work on the general duties of the committee. Projects can be assigned to individual members or sub-committees. The chairperson must encourage/direct the committee members so that the goals of the committee are accomplished.

##### **3. Responds to Requests**

- 3.1 The chairperson, on behalf of the CAC, response to request from outside sources for information. A typical example would be an attorney in some other state who requests a copy of an abstract of a paper or a copy of a paper which was given at a CAC seminar.

#### **4. Detailed Files**

- 4.1 These are maintained so that Association business can be transacted and/or passed on in an efficient manner.

##### *Duties of the Members*

1. The committee member should work diligently to complete TRC projects and accomplish the goals of the committee as determined by the chairperson.
2. Members should also not hesitate to suggest ways that the TRC can contribute to the CAC.