

**COUNTY OF LOS ANGELES  
QUALITY AND PRODUCTIVITY COMMISSION**



**Administrative Policy Manual**

**Policy No.:** 8.0

**Approved:** November 17, 2003

**Distribution:** Commissioners

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**SUBJECT:** PROMOTION COMMITTEE CHARTER

**PURPOSE:** To establish the Membership, Role, Responsibilities and Procedures of the Promotion Committee.

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**CHARTER:** The role of the Promotion Committee is to promote quality and productivity. The Promotion Committee reviews and promotes campaigns, contributes and makes suggestions for newsletter and annual report articles, and assists with PQA and ESA promotion activities.

**MEMBERSHIP:** Membership consists of a minimum of four Commissioners including the Commission Chair and one or two Productivity Managers appointed by the Commission Chair. The Committee meets four times per year or more frequently as required.

**RESPONSIBILITIES:**

1. Promote the Productivity and Quality Awards.
2. Initiate and review promotional campaigns.
3. Promote the website internally and externally.
4. Assist and review the annual report publication.
5. Assist and review the newsletter publications.
6. Contribute newsletter and annual report articles.
7. Assist with ESA promotion.
8. Promote the programs and activities of the Commission.