



Resumé

Elliott Graham, RQAP-GLP

Experience

President; 2000 to present

Custom Management Group, LLC

Responsible for oversight of all aspects of full-service Association Management Company, custom tailored to the individual needs of national and international membership societies. Services include membership development; marketing; education and training (meeting planning, training); publications (newsletters, membership directory, marketing materials); website maintenance; annual meeting planning (national and international: site selection, contract negotiations, advertising, on-site preparations, exhibit management, registration); financial management (accounting, budgeting, A/P, A/R, invoicing; credit card processing); contract and insurance policy review; communicating with members, committees, Board of Directors, regulatory agencies, peer organizations, legal counsel and accountants; writing meeting minutes, promotional materials, procedures, reports; coordinating as appropriate with journal editors.

Executive Director; 2000 – Present; Society of Quality Assurance

Executive Director; 2002 – Present; International Psycho-Oncology Society

Executive Director; 2005 – Present; International Society for Prenatal Diagnosis

Executive Director; 2002 – 2008; American Psychosocial Oncology Society

Director of Operations, Principal; 2000 to present

Toxicology/Regulatory Services, Inc.

Responsible for management and operations of scientific consulting firm.

Quality Assurance Consultant; 2000 to present

Responsibilities same as below.

Director of Quality Assurance, Principal; 1991 to 2000

Toxicology/Regulatory Services, Inc.

Responsibilities included conducting laboratory facility audits and study data audits for GLP compliance; establishing GLP compliance and documentation for testing facilities, including writing SOPs; providing GLP and SOP training for management, laboratory and quality assurance personnel at sponsor and contract laboratory facilities; providing quality assurance functions for client projects and quality control functions for TRS activities; overseeing document preparation for client projects; and technical assistance as described below.

Technical Assistant/QA Auditor; 1984 to 1991

Gerald P. Schoenig, Ph.D., Consultant in Toxicology

Performed GLP/QA audits of raw data and reports and prepared audit reports for client sponsored studies; conducted literature searches; performed statistical analyses of data; monitored and reported on legislative and regulatory activities; researched and drafted speeches, reports, presentations and publications.

Director of Programs and Membership Services; 1983 to 1984 The Nutrition Foundation, Inc.

Responsible for handling all aspects of project and program coordination; developing and administering corporate and individual membership programs.

Association Executive; 1976 to 1983 Bonner, Thompson, O'Connell and Middlekauff

Employed by law firm to provide management and administration of nonprofit national/international scientific associations; including membership retention and recruitment; international and domestic meeting planning and administration; publishing PR materials, newsletters, annual reports, conference proceedings and membership directories; developing and administering member services; administering all Board of Directors activities; preparing Board and member communications; handling A/R, A/P, GJE and financial reporting.

Executive Director, Chemical Sources Association, Inc.; 1978 to 1983

Administrator, Toxicology Forum, Inc.; 1978 to 1983

Administrator, International Life Sciences Institute; 1978 to 1980

Services to Flavor and Extract Manufacturers Association; 1976 to 1980

Education

Sweet Briar College; B.A., History; 1976

Washington & Lee University (1975)

Professional Training

Society of Quality Assurance

Leadership Training – Annual Conference: 2002

Specialized Training: Agency Inspections in the US and Canada: 2000

Professional Enhancement: Building a Better Manager: 1999

Specialized Training: Advanced QA Techniques for Facility Inspections: 1998

Specialized Training - GCP Basic Training Workshop: 1996

Professional Enhancement: Auditing Metabolism Studies: 1995

Professional Enhancement: Ethics, Integrity and Competency: 1994

Specialized Training: Statistics Training: 1994

Professional Enhancement: Training the Trainer: 1993

Specialized Training: Total Quality Assurance: 1993

Specialized Training - GLP Basic Training Workshop: 1992

National Library of Medicine

On-line Services Reference Training: 1983

University of Maryland/American Society of Association Executives

Professional Development Program in Association Management, graduate: 1982

American Society of Association Executives

Certified Association Executive, examination passed: 1983

Georgetown University

Legal Assistant Program, graduate: 1977

Professional Affiliations

Member, International Association of Association Management Companies; 2000 to present

Member, American Society of Association Executives; 1980 to 1984; 2000 to present

Member, Society of Quality Assurance (SQA); 1992 to present

Secretary, SQA; 1998 to 1999

Member, National Capital Area SQA; 1995 to present

Past President 1997

President 1996

Vice-President 1995

Chair, SQA Task Force to respond to the proposed consolidated

TSCA/FIFRA GLPs; 1997 to 2000

Member, SQA Regulatory Review Committee; 1996 to 2000

Member, SQA Total Quality Specialty Section; 1996 to 2000

Member, National Association of Female Executives; 1980 to 1984

Professional Registration

Registered Quality Assurance Professional - GLP; 1997-2000 Reregistered 2000, 2003, 2006

Invited Presentations

2008 Korea Society of Quality Assurance. Preparing for a US GLP Regulatory Inspection. Seoul, Korea. May 2008

2008 Annual Meeting of SQA. Membership Orientation. Memphis, TN, May 2008.

2007 Quarterly Meeting of SQA. Leadership Training. Las Vegas, NV, October 2007

2007 Korean Society of Toxicology. Promoting GLP Quality Assurance Around the Globe. Seoul, Korea, October 2007.

Invited Presentations, continued

2007 North Carolina Chapter of SQA, Meeting of the Board of Directors. Raleigh, NC, May 2007.

2007 Annual Meeting of SQA. Membership Orientation. Austin, TX, May 2007.

2006 African Society for Toxicological Sciences - Risk Assessment and QA Training Workshop, Basic Training in Good Laboratory Practices. Limbe, Cameroon, October 2006.

2006 3rd Scandinavian Conference (Joint meeting of the Danish and Swedish QA Societies). Promoting Quality Assurance around the Globe. Copenhagen, Denmark, October 2006.

2006 Swiss Professional Association of Quality Assurance (SPAQA) Annual Meeting. SQA - Supporting QA Professionals Around the World to Get Ready for the Future. Basle, Switzerland, May 2006.

2005 NCARSQA Fall Meeting. SQA Update to NCARSQA members. Tyson's Corner, VA, November 2005.

2004 NCARSQA Fall Meeting. SQA Update to NCARSQA members. Tyson's Corner, VA, November 2004.

2003 NCARSQA Fall Meeting. SQA Update to NCARSQA members. Tyson's Corner, VA, November 2003.

2003 Japan Society of Quality Assurance. "A Sensible Approach to Conducting a Multisite Study in Compliance with OECD Principles of GLP, and U.S. FDA and EPA Regulations and Standards." June 2003.

2002 NCARSQA Fall Meeting. SQA Update to NCARSQA members. Tyson's Corner, VA, November 2002.

1999 15th Annual Meeting of the Society of Quality Assurance. Report of the FIFRA/TSCA Consolidated Task Force. Chicago, IL, October 1999.

1998 National Capital Area Society of Quality Assurance. “Discussion of the Proposed Consolidated FIFRA/TSCA GLPs”, November 1998.

Poster

2002 “Implementing GLP Procedures in a Nonregulated Environment – Value or Veneer”
18th Annual Meeting of the Society of Quality Assurance

Publications

Graham, E. Development of a Professional Quality Assurance Society – the SQA Model. *Quality Assurance Journal*. John Wiley and Sons, Ltd. **10:1**, 2006 and JSQA Quarterly publication, Summer 2006

Graham, E. Guest Editorial. *Quality Assurance Journal*, John Wiley and Sons, Ltd. **9:2**, June 2005.