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- Subscriber members are required to attend Nadcap meetings. If the member is unable to attend, an alternate shall be designated.
- Reply to surveys, questionnaires and ballots that are circulated to members.
- Carry through sponsorship and coordination of individual projects as assigned.
- Prepare checklists for auditing and continuing surveillance.
- Review resumes and interview auditors.
- Review audit reports.
- Comply with the Nadcap Personal Code of Ethics and Conflict of Interest Policy.
- Safeguard the confidentiality of information that you're exposed to through the Nadcap program.

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