ACRP Chapter Leader Handbook

Thank you for leading your ACRP Chapter! Your commitment to serving on your Chapter's Board/Leadership Team reflects your dedication to your professional growth and to strengthening the clinical research community.

As a Chapter Leader, you are an essential part of ACRP's volunteer network and have the unique opportunity to collaborate with peers in your region to build an active, vibrant local community. Our volunteers play an important role in the success of the organization and we thank you for your time and dedication to the clinical research profession.

ACRP is here to support you every step of the way. If you have questions or ideas, please reach out using the contact methods listed below.

Thank you again for your leadership and for making a meaningful impact on the clinical research community.

Kind regards,
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ACRP Chief Executive Officer

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ACRP Deputy Chief Executive

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About ACRP

With more than 20,000 members, the Association of Clinical Research Professionals (ACRP) is the only non-profit organization solely dedicated to representing, supporting, and advocating for clinical research professionals. ACRP supports individuals and life science organizations globally by providing community, education, and credentialing programs. Founded in 1976, ACRP is a registered 501(c)(3) charitable organization whose mission is to promote excellence in clinical research and whose vision is that clinical research is performed ethically, responsibly, and professionally everywhere in the world.

About ACRP Chapters

ACRP has created Chapters to foster connections among clinical research professionals and offer their members local opportunities for personal and professional growth in alignment with ACRP's mission to promote excellence in clinical research.

The purposes of ACRP Chapters are to:
- Facilitate local networking events and educational activities for members that support professional development and connections within their clinical research community.
- Increase Chapter member awareness of ACRP programs and services designed to support our mission to promote excellence in clinical research.
- Support ACRP's strategic objectives—which includes recruiting and retaining members—in the effort to represent, support, and advocate for the clinical research profession.

Structure of ACRP Chapters

ACRP Chapters are regular (non-Board) committees of the ACRP Board of Trustees. Chapters are not separate legal entities from ACRP and are not independently managed. As such, they do not have separate bank accounts, insurance coverage, or tax filing requirements.

Chapters are supported and overseen by ACRP staff; however, all programming will be planned and executed by a Chapter's Board/Leadership Team who are considered ACRP volunteers.

Operational Requirements of ACRP Chapters
- The Chapter must ensure all Chapter members, including Chapter Board/Leadership Team members, are active members of both ACRP and the Chapter.
- The Chapter must maintain a minimum of 25 members throughout the year.
- The Chapter must provide at least 4 activities (virtual or in-person) per year for members.
  - ACRP suggests holding meetings or events for members every quarter; this frequency builds the morale of the group and creates a more active and engaged membership.
- The Chapter must maintain a current web presence on the ACRP Online Community with up-to-date information and communicate with Chapter members on a regular basis.

- ACRP suggests Chapters send communications to their members at least every two (2) or three (3) months; this frequency builds the morale of the group and creates a more active and engaged membership.
- The Chapter is required to complete a Chapter Annual Report and an accurate Chapter Leader roster annually. Chapters must notify ACRP immediately in the event of any change in Chapter leadership.

ACRP Chapter Board/Leadership Team Overview

General Duties of Chapter Leaders
- The Chapter Board/Leadership Team shall manage the affairs of the Chapter and will partner with ACRP staff.
- At least one representative of the Chapter Board/Leadership Team must attend every Chapter Leader teleconference (held quarterly).
- The Chapter must maintain a current web presence on the ACRP Online Community with up-to-date information and communicate with Chapter members on a regular basis.
- The Chapter is required to complete a Chapter Annual Report and an accurate Chapter Leader roster annually. Chapters must notify ACRP immediately in the event of any change in Chapter leadership.
- Each Chapter Leader will track their volunteer hours with the Chapter throughout the year and will submit estimated totals in the Chapter Annual Report.

Qualifications/Eligibility for Chapter Leaders
- All Chapter Leaders must maintain an active ACRP and Chapter membership status during their Chapter Leadership tenure. Inactive membership status for longer than 30 days will result in removal of position as a Chapter Leader.
- Chapter Leaders will be considered ACRP volunteers and are therefore held to the standards of ACRP's Volunteer Letter of Agreement, ACRP's Confidentiality and Nondisclosure Agreement, and ACRP's Conflict of Interest Policy. These forms are to be reviewed and completed annually by ACRP volunteers. Violation of these agreements will result in the removal of position as a Chapter Leader.
- Chapter Leaders may not be current members of the ACRP or Academy Board of Trustees.
- It is encouraged that Chapter Boards/Leadership Teams are not made up of volunteers from the same organization or place of business.
- It is encouraged that Chapter Leaders live within the territory the Chapter serves.

Chapter Leadership Positions
- It is recommended that the Chapter Board/Leadership Team must at least two (2) and as many as six (6) leaders serving as the primary Chapter point of contact for ACRP.
- The Chapter Board/Leadership Team can be structured with titles and positions at the discretion of the Chapter. ACRP must have an accurate listing of Chapter leaders, titles, and terms at all times.

Chapter Leader Terms:
- Chapter Board/Leadership Team position terms are up to the discretion of the Chapter; however, terms cannot exceed more than five (5) years.

Chapter Management & Activities Overview

Chapter Activities/Meetings:

Chapters can conduct activities like Chapter meetings, professional development and learning events, networking functions, virtual engagement, and such other activities for its membership base as long as they remain consistent with the mission and purpose of ACRP and its Chapters.

Chapters must provide at least four (4) activities (virtual or in-person) per year for members.

ACRP will provide resources to support Chapter activities and member engagement, including but not limited to, a directory or listings of programs, services and membership benefits offered by ACRP, educational content, event resources, etc.

Please see the ACRP Chapter Event Guidelines resource for additional information on event policies and procedures.

Chapter Marketing & Communications

ACRP maintains a database of all members of the Chapter and will provide active member rosters on a regular basis.

All Chapters have a webpage within ACRP's Online Community where they can communicate with members. ACRP will support the management and upkeep of these Chapter pages. Additionally, Chapter Leaders will receive access to the Chapter Leader Community where they can connect with other Chapter Leaders.

ACRP will also provide the Chapter with its own logo and will list the Chapter and its events on its website and will promote Chapter activity at its discretion.

Please see the ACRP Chapter Event Marketing & Member Communications Guidelines resource for additional information.

Management of Chapter Funds & Administrative Support

ACRP manages Chapter funds in-house. Management is inclusive of, but not limited to, collection of member dues and other Chapter revenue, as well as payment of Chapter expenses. In the event of Chapter expenses are paid for by personal funds, ACRP will reimburse expenditures.

ACRP Chapters are considered tax-exempt under ACRP's 501c(3) status and are covered under ACRP's insurance policies.

Please see the ACRP Chapter Financial Management Guidelines resource for additional information.

Chapter Leadership Calls & Newsletters

ACRP hosts quarterly Chapter Leader calls, providing Chapter Leaders with the opportunity to stay informed about ACRP updates and connect with peers across Chapters. In addition, ACRP distributes regular newsletters throughout the year featuring important reminders, engagement ideas, activity suggestions, and key announcements.

In accordance with ACRP's Event Code of Conduct, the use of AI notetaking in meetings, including the quarterly Chapter Leader calls, is prohibited.

Survey Support

ACRP can offer survey support to the Chapters. For example, if a Chapter would like to survey its membership base, ACRP can facilitate the survey design, deployment, and analysis. To request this support, please contact chapters@acrpnet.org.

Election Support

For your Chapter's annual elections, ACRP can facilitate both nominations and elections, depending on your needs. To request this support, please contact chapters@acrpnet.org.

Important Links for Chapter Leaders

- **ACRP Chapter Information Page:** https://acrpnet.org/membership/chapters-2
- **Chapter Leader Resource Center**: https://acrpnet.org/chapter-resource-center/
- **ACRP's Online Community Platform:** https://community.acrpnet.org/home
- **Chapter Leader Community Page:** https://community.acrpnet.org/communities/community-home?CommunityKey=05954396-838a-468b-ba37-a9abd4624ec3