



## Policy on Board Leadership Responsibilities Trustees and Officers

The Academy of Clinical Research Professionals (the Academy) affairs are managed by a Board Trustees. It is the Board's duty to carry out the objectives and purposes of the Academy; to this end, the Board may exercise all powers of the Academy.

The Board of Trustees' responsibilities include supporting the Academy's mission and vision, serving as strategic decision-maker and holding the legal authority of the organization. The Board must balance its role as an oversight body with its role to guide and support the organization; three overarching principles of governance frame its responsibilities:

1. Establish Strategic Direction - developing and maintaining a focus on the organization's mission and vision and referencing them often during decision-making; ensuring effective planning through a philosophical and long-term approach while monitoring progress toward achieving goals and objectives.
2. Plan for Necessary Resources – monitoring that the organization has adequate financial resources to remain financially viable; providing capable leadership by building a competent board and selecting the Executive Director; enhancing the organization's public standing by promoting the Academy's mission, programs, and accomplishments.
3. Provide Oversight – committing to legal and ethical integrity and that the Academy adheres to its Bylaws; supporting the Executive Director; monitoring and strengthening programs and services; protecting the organization's assets and providing financial oversight, approving the annual business plan and budget.

The Academy's decisions and actions are vested in the Board, not in trustees or individuals. Directors acting as a body, such as by vote at a Board or committee meeting, bind the organization and its officers. Members of the Board or committee have an obligation to abide by the position of the Board or committee after a decision is made, even if they opposed the action during the meeting. Differences of opinion among members of the Board on Academy matters should be thoroughly discussed at Board and committee meetings.

ACRP's Executive Director manages the day-to-day business of the organization and is the liaison between the Academy Board of Trustees and staff.

Following are **Leadership Responsibilities** for all individual members of the Board, as well as officer Trustees.

## Position

## Responsibilities

### All Board of Trustees Members

- Know the Academy's mission, goals, programs, services, needs, & strengths
- Follow trends in the clinical research community and keep informed of their impact on/within the Academy
- Serve as ambassador for the Academy, telling the organization's story and presenting its accomplishments, programs, and challenges
- Represent your professional community to the Academy, bringing opportunities, concerns, ideas, industry knowledge to Board discussions
- Engage in resource development as needed
- Identify potential partnerships and leverage connections, networks, and resources to help achieve the Academy's mission
- Actively participate in all Board meetings; review all materials sent in advance
- Bring goodwill and collegiality to the Board's deliberations; ask timely and substantive questions; support the Board's decision once it has been made
- Participate in committee or other assignments willingly & enthusiastically
- Engage in strategic planning
- Adopt or amend Academy Bylaws, subject to Bylaw provisions
- Determine the organization's policies and procedures
- Oversee the Academy's budget and business plan
- Approve any plan of merger, consolidation, or dissolution
- Elect the Academy's officers and appoint committees
- Assist in the recruitment of competent Board members from the clinical research community
- Monitor the nomination and election process, approve the final slate of board candidates annually
- Promote diversity and inclusion within the Academy
- Direct any requests of staff members via the Executive Director
- Promote and build trust between the Board of Trustees, Executive Director, and staff
- Maintain confidentiality of the Board's discussions as required
- Complete the Conflict of Interest Disclosure form each year; avoid even the appearance of conflict of interest
- Serve the Academy as a whole rather than any special interest group or constituency; represent the overall best interests of the Academy
- Ensure the development, maintenance, administration, and scoring of the certification examinations is in consultation with a qualified testing consultant/qualified psychometrician and in a manner consistent with generally accepted psychometric practices to ensure that the examinations are both valid and reliable
- Reviewing and approving certification exam detailed test plans, pass/fail standards, appeal dispositions, & other essential certification decisions based on determinations recommendations from testing experts or

Position	Responsibilities
	<p>committees</p> <ul style="list-style-type: none"> <li>• May not serve on the Content Committee, develop professional development curriculum, or teach coursework to prepare candidates for Academy certification exams while holding this role and for two years after</li> </ul>
Chair	<ul style="list-style-type: none"> <li>• Serve as the senior elected officer of the Academy; preside over all meetings of the Academy Board of Trustees and Academy membership</li> <li>• Manage the work of the Board, setting Board goals and expectations</li> <li>• Work with the Executive Director to develop Board meeting agendas</li> <li>• Foster a culture of trust and respect among all Trustees and involve trustees in the work of the Board; inspire a shared vision for the Academy</li> <li>• Serve as contact for all Trustees on Board issues and as liaison between the Board and Executive Director</li> <li>• Build and nurture future board leadership</li> <li>• Support Executive Director, fostering a relationship based on mutual trust, transparency, and respect</li> <li>• Participate in orientation of new Trustees</li> <li>• Call special meetings of the Board and membership if necessary</li> <li>• Act as a spokesperson on behalf of the Academy to members and the clinical research community as needed</li> </ul>
Vice Chair	<ul style="list-style-type: none"> <li>• Assist the Chair in the performance of his/her duties throughout the year; prepare to assume the office of the Board Chair</li> <li>• In the absence of the Chair, preside at any meeting of the Academy Board of Trustees and Academy membership</li> <li>• Recommend to the Board all Committee appointments for terms beginning at the start of their term as Chair, consulting with staff</li> <li>• Build future Board leadership</li> <li>• Support Executive Director, fostering a relationship based on mutual trust, transparency, and respect</li> <li>• Participate in orientation of new Trustees</li> <li>• Represent and promote the organization in the clinical research community as needed</li> <li>• Perform duties as assigned by the Chair</li> </ul>

<u>Position</u>	<u>Responsibilities</u>
<b>Immediate Past Chair</b>	<ul style="list-style-type: none"> <li>• Assist the Chair in the performance of his or her duties, providing continuity, advice, and other support</li> <li>• Serve as the Board Liaison to the Nominating Committee</li> <li>• In the absence of the Board Chair and Vice Chair, preside at any meeting of the Academy’s Board of Trustees or membership.</li> <li>• Support Executive Director, fostering a relationship based on mutual trust, transparency, and respect</li> <li>• Represent and promote the Academy in the clinical research community as needed</li> <li>• Perform duties as assigned by the Chair</li> </ul>
<u>Position</u>	<u>Responsibilities</u>
<b>Secretary/ Treasurer</b>	<ul style="list-style-type: none"> <li>• If a Trustee, is a member of the Board with voting privileges; if an Association employee, is not a member of the Board</li> <li>• Distribute Board meeting notices within the provisions of the Academy Bylaws</li> <li>• Serve as custodian of all corporate records</li> <li>• Adhere to Robert’s Rules of Order for all meetings</li> <li>• Responsible for oversight of the Academy’s finances</li> <li>• Ensure ACRP’s operating budget is prepared and distributed to the Board of Trustees, for approval, before the beginning of the budgeted fiscal year</li> <li>• Review annual audit/financial review results and report to the Board</li> <li>• Evaluate financial impacts of Board decisions; make recommendations to the Board on financial matters</li> <li>• Perform duties as assigned by the Chair</li> </ul>
<b>Public Member</b>	<ul style="list-style-type: none"> <li>• Provide the Board of Trustees with an independent and external perspective that contributes to a broader view of opportunities and threats facing the Academy and the clinical research industry</li> <li>• Perform duties as assigned by the Chair</li> </ul>
<b>Appointed Trustee to the Academy</b>	<ul style="list-style-type: none"> <li>• Serve as Board Liaison from the ACRP Board of Trustees to the Academy of Board of Trustees</li> <li>• Attend all Academy Board meetings as a non-voting member of the Board; may not serve as an officer of the Academy Board</li> <li>• Facilitate communication between the Boards</li> </ul>

## MONITORING AND REVIEW SCHEDULE

Monitor as needed and review every two years by the Board of Trustees.

## DATES REVIEWED BY THE ACADEMY BoT

December 12, 2023

## DATES MODIFIED BY THE ACADEMY BoT

December 12, 2023

## DATES APPROVED BY THE ACADEMY BoT

December 12, 2023