


Chapter Leader Orientation & Onboarding 2016

What every chapter leader needs to know to get started!

Chapter Webinar Series
March 1, 2016

© Association of Clinical Research Professionals



Chat in questions at any time during this webinar

Welcome Chapter Leaders!

Today's Webinar Presented by:



Lisa-Marie Gardner
Chapters Relations Manager

© Association of Clinical Research Professionals



3

Who We Are

ACRP supports clinical research professionals through membership, training and development, and certification.

Founded in 1976, ACRP is a Washington, DC-based non-profit organization with 13,000 members who work in clinical research in more than 70 countries.

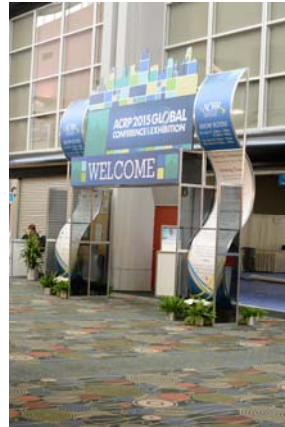
© Association of Clinical Research Professionals



4

What We Do

- Provide resources
- Bring people together
- Offer professional development training and resources
- Recognize excellence and set the stand for best practices
- Serve as the voice of the profession



© Association of Clinical Research Professionals

5

Understanding ACRP

Mission

ACRP promotes excellence in clinical research.

Vision

Clinical research is performed ethically, responsibly, and professionally everywhere in the world.



© Association of Clinical Research Professionals

6

Who Are Your Resources?

- **Manager, Chapter Relations**
Lisa-Marie Gardner, lgardner@acrpnnet.org
- **Membership Department**
*Jennifer Edwards, Membership Director, jedwards@acrpnnet.org
Tiffany Green; tgreen@acrpnnet.org*
- **Chapter Advisory Group (CAG)**
Serve as advisors, advocates, and mentors within ACRP on matters of chapter management and operations to ensure high quality service to members.
- **Fellow chapter leaders**

© Association of Clinical Research Professionals



7

Chapter Advisory Group (CAG)

- Volunteer advisory group of current and former chapter leaders
- Liaison between chapters and ACRP
- Mentors and advisors to chapter leaders

© Association of Clinical Research Professionals



8

Chapter Advisory Group (CAG)

REGIONAL ADVISORS	CHAPTERS
Pacific Northwest Region	Greater San Diego, Greater Salt Lake City, Pacific Northwest, Northern California, Southern California, Phoenix, Tucson
North Central Region	Great Plains, Red River Valley, Minnesota, Southern Wisconsin, Chicagoland, Circle City, Southeastern Michigan
Southwest Central Region	New Mexico, Front Range, Greater Kansas City, Tulsa, Southeast Louisiana, North Texas, Greater Houston Area, Central Texas, Greater San Antonio
Southeast Region	Greater Nashville, Mid-South, Northeast Tennessee, West Virginia, Central Virginia, Research Triangle Park, Greater Charlotte, Atlanta Area, Central Alabama, North Central Florida, Northeast Florida, Central Florida, Southeast Florida, Suncoast, Winston-Salem
Northeast Region	Greater Cincinnati, Greater Columbus, Northeastern Ohio, Greater Pittsburgh, Central Northeast PA, Baltimore Washington, New Jersey, Greater Philadelphia, Western New York, New York Metropolitan, New England

© Association of Clinical Research Professionals

9



Chat in questions at any time during this webinar

© Association of Clinical Research Professionals



10

Social Media: Online Community

Connect with other **ACRP chapter leaders** and the **ACRP chapter/membership team!**



www.community.acrpnet.org

Chapter Resource Center



© Association of Clinical Research Professionals

11

Chapter Resources Center (CRC)

Home: Chapter Chair Resources

Chapter Resource Center

www.acrpnet.org/CRC

Welcome to the ACRP Chapter Resource Center (CRC)! Chapter leaders can now easily navigate and access the latest news and announcements, key dates and upcoming events, and essential resources related to membership, chapter administration, communications, leadership development, and global partnership opportunities that can foster chapter growth and success.

For questions or suggestions for this page, please contact chapters@acrpnnet.org.

**ANNOUNCEMENTS
& CALENDAR
OF EVENTS**

**EVENT
RESOURCES
& APPLICATION**

**MARKETING
INFORMATION &
MATERIALS**

**LEADERSHIP
RESOURCES &
REQUIRED FORMS**

Chapter Leader Newsletter

- Distributed monthly to all chapter leaders within the database
- Offers you the tools, resources, and information you need to run a successful chapter
- Archived issues available online on the Chapter Resource Center (CRC)

© Association of Clinical Research Professionals



13

Chapter Leader Support & Development



Tools and resources to support and develop strong chapter leaders

© Association of Clinical Research Professionals



14

Chapter Leader Luncheon at ACRP 2016

SAVE THE DATE – Saturday, April 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

© www.calendarpedia.com



© Association of Clinical Research Professionals

15

Chapter Leader Webinar Series

- Free content
- Lots of relevant topics
- Vast library of archived webinars



© Association of Clinical Research Professionals

16

Support for Chapters

Membership

- Monthly Chapter Membership Rosters sent to Chairs

Website

- Each chapter has a webpage hosted on the ACRP Global website and a group created within the Online Community

Financials

- Detailed financial reports distributed along with quarterly payments (includes meetings, event and membership dues revenue)

© Association of Clinical Research Professionals



17

Support for Chapters

Events & Professional Development

- Registration and contact hour purchase and management
- Review/approval of contact hours
- ACRP certification prep course materials (intellectual property) and list of approved trainers (chapter negotiates/pays trainer)
- One (1) complimentary ACRP webinar each year

© Association of Clinical Research Professionals



18

Support for Chapters

Marketing

- Blast emails to area members to promote chapter activities (based on [Chapter Marketing & Communications Guidelines](#))
- Marketing materials shipped to your chapter for distribution at meetings and events ([Promotional Materials Request Form](#))
- Hi-Res Logos and email banners ([found on CRC](#))

© Association of Clinical Research Professionals



19



Chat in questions at any time during this webinar

© Association of Clinical Research Professionals



20

Chapter Affiliation Agreements

- Updated in 2015
- Outlines the relationship between ACRP and your chapter

© Association of Clinical Research Professionals



21

Chapter Affiliation Standards & Expectations (CASE)

- Minimum set of standards (*within affiliation agreements*)
- Submitted annually by January 31
- **NEW** – Chapters will be rewarded with ACRP funding based on their membership recruitment and retention activities of the previous year beginning with the 2017 CASE report submission. This will replace previous bonus for on-time annual report submission.
- Templates, resources, workbook and FAQs available online

© Association of Clinical Research Professionals



22

Chapter Affiliation Standards & Expectations (CASE)

1. The chapter ensured all chapter members are both global and chapter members.
2. The chapter maintained a minimum of 25 members throughout the year.
3. The chapter provided at least two (2) professional development activities per year for members.
4. The Chapter Chair attended every Chapter Chairs teleconference, or designated another representative to attend.
5. The chapter maintained a current website with up-to-date information. (updates at least quarterly)
6. The chapter complied with federal and state reporting requirements.



© Association of Clinical Research Professionals

23

Chapter Excellence Awards

- Recognizes excellence in the areas of community outreach, education & training and membership growth. One award will be given in each category.
- \$500 cash prize in each category
- Awards winners will have an opportunity to present their best practices at the Chapter Leader Luncheon during ACRP 2016 Meeting & Expo on Saturday, April 16

Application Deadline: February 26, 2016



© Association of Clinical Research Professionals

24

Directors & Officers (D&O) Liability Insurance

D&O Insurance is liability insurance offering protection to an organization (i.e. ACRP chapter) against “wrongful acts”, or a breach of “duty”, of its directors, officers, employees, and volunteers.

To participate and learn more, contact:

Lisa D. Winchester, CPCU, ARM
CBIZ Insurance Services, Inc.
9755 Patuxent Woods Drive
Columbia, MD 21046
Direct: 443.259.3285
lwinchester@cbiz.com



*Chapters are not required to purchase through this vendor.
Feel free to check your local and state providers for alternative coverage options.*



© Association of Clinical Research Professionals

25

Your Three Most Valuable Resources

- 1. Manager, Chapters Relations** [Lisa-Marie Gardner](#)
Communicate frequently about your chapter needs
- 2. Chapter Advisory Group**
Your mentoring and advisement resource
- 3. Chapter Resource Center** www.acrpnet.org/CRC
Don't reinvent the wheel! CRC has many resources, updates, templates and guides.



© Association of Clinical Research Professionals

26

Things you can do immediately...

1. **Bookmark** the Chapter Resource Center (CRC) and use the resources: www.acrpnet.org/CRC
2. **Connect** with ACRP chapter services on social media!
3. **Read** the monthly Chapter Leader Newsletter
4. **Communicate** successes and challenges to the Chapter Relations Manager and CAG advisor.

We can't help if we don't know!

© Association of Clinical Research Professionals



27

Questions?





© Association of Clinical Research Professionals



28

Share the Webinar!

www.acrpnnet.org/CRC

Archived Chapter Leader Webinars	
<p>ACRP Chapter Awards Overview Learn about the awards program history, submission categories, award criteria and submission best practices with this overview of the chapter awards process.</p>	<p>Date: November 19, 2015</p>
<p>2015 Annual Chapter Report Submission Resources Learn more about the process, chapter best practices, and tips on how to complete the online annual report submission quickly.</p>	<p>Date: October 22, 2015</p> <p> Download webinar slide deck Watch the webinar</p>
<p>New Chapter Affiliation Agreements Learn about the recent changes to the Chapter Affiliation Agreements and how these changes impact your chapter.</p>	<p>Date: October 8, 2015</p> <p> Download webinar slide deck</p>



© Association of Clinical Research Professionals

29

Thank You for Your Leadership!



© Association of Clinical Research Professionals

30