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## BOARD NOMINEE HANDBOOK

### INTRODUCTION

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Thank you for your interest in applying to serve on ACRP’s Association Board of Trustees. You are embarking on a leadership journey with an association dedicated to clinical research and the development of its professionals.

ACRP’s [Nominating Committee](#) is recruiting prospective Trustees for the Board—individuals with a passion for ACRP and its mission and with the ability to work as a team member, think strategically, and understand the impact of industry issues on a national and global level. We seek experienced volunteers and thought leaders to help advance the profession and its workforce, and to guide the future of our membership organization.

The Association of Clinical Research Professionals (ACRP) is classified as a 501(c)3 non-profit corporation and its affairs are governed by a Board of Trustees elected by its membership. The ACRP Board of Trustees (ABoT) currently consists of fourteen (14) voting Trustees including: The Chair, Vice Chair, Immediate Past Chair, Treasurer, Public Member, and regular members. The ACRP Executive Director currently serves as the Board’s non-voting Secretary.

It is the Board's duty to carry out the objectives and purposes of the Association which include (i) defining, promoting and maintaining professional standards and best practices in the field of clinical research worldwide, (ii) promoting the dissemination of information, the exchange of ideas, and professional education for professionals in the field of clinical research worldwide, (iii) advancing and promoting the professional interests of its members, and (iv) conducting any lawful business and engaging in any lawful act or activity consistent with Federal and State law, including the Ohio Nonprofit Corporation Act.

This handbook will give you a better understanding of the opportunities for serving on the Board, the roles, responsibilities and commitments of a Trustee position, and the process associated with the selection and election of candidates. It is intended as a guide to help you determine how your knowledge, skills and expertise may contribute to the fulfillment and advancement of the mission of ACRP. In return, your service on the Board will allow you to exchange ideas and perspectives with other leaders and help you expand your leadership skills as well as your network of personal and professional contacts.

While most organizations value their employees taking on leadership roles in a professional association, it is recommended that you discuss your plans with your employer prior to applying for a position. Specific expectations and responsibilities for serving on ABoT are included in this handbook.

Questions? Contact ACRP’s Director of Governance, Christy Herz at [christy.herz@acrpnet.org](mailto:christy.herz@acrpnet.org).



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### BOARD NOMINATIONS PROCESS

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Each year ACRP’s Nominating Committee, with oversight from the ABoT, coordinates the nomination process for ACRP’s membership, compiling a slate of candidates for election. The number of candidates selected directly correlates with the number of vacant Board seats for the upcoming year and needs of the Board. An open call for nominations is held and nominations are accepted online. A thorough evaluation process of each nominee is conducted by the Committee; nominees are assessed on criteria developed by the ABoT—a combination of professional accomplishments and necessary expertise as well as leadership skills. Top candidates will be contacted by the Committee for a telephone interview and may be asked to provide two references. A candidate slate is presented by the Committee to the Board for final approval and put forward to the ACRP membership for election by e-mail ballot.

#### Nomination Timeline

|           |  |
|-----------|--|
| May 1     | Online Application opens   |
| June 30   | Online Application closes  |
| July      | Applications are reviewed; top candidates are contacted for phone interviews and references may be requested |
| August    | ACRP Nominating Committee recommends a slate of candidates to the Board of Trustees for approval             |
| September | Candidates are contacted regarding nomination status   |
| October   | Nominee slate is voted on by ACRP membership   |
| November  | ACRP Board of Trustees ratifies membership vote  |
| Nov/Dec   | New Trustees are contacted and welcomed to the Board   |
| January 1 | New term begins for elected Trustees   |



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### *Nominations Application*

All individuals interested in applying for Board service must complete the [online application](#). Applications will be accepted May 1 through June 30, 2022. Incomplete applications will not be considered.

### *Letters of Reference*

Applicants who are selected by the Nominating Committee for interviews should be prepared to provide, if requested, two letters of reference, professional or personal. Suggestions for references include someone who knows you professionally, preferably someone with whom you currently work or have worked with previously, an individual from ACRP and/or the Academy, or someone you have worked with on a professional board, committee or in another volunteer capacity.

## **ELIGIBILITY OF NOMINEES: GENERAL QUALIFICATIONS**

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Those seeking election to the ABoT should have prior leadership and volunteer experience, as well as an understanding of nonprofit/association governance. Leadership attributes such as strategic thinking, active listening, facilitation skills, and the ability to develop consensus are essential to the success of any governing body.

The ACRP Bylaws and Policies list the following general requirements of Trustees:

1. Active members in good standing with ACRP shall be eligible to serve as Trustees, except for the Public Member.
2. Must be at least twenty-one (21) years of age.
3. The Public Member of ABoT is an elected Trustee from a regulated industry that will provide an independent and external perspective that will contribute to a broader view of opportunities and threats to the organization and the industry and may or may not fill certain expertise gaps noted from year-to-year.

## **SERVING ON THE ASSOCIATION BOARD OF TRUSTEES**

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### *Term of Office*

The term of office for a Trustee is two (2) years and a maximum of three (3) consecutive terms may be served. Trustees seeking re-election for a consecutive two-year term must be re-elected by the membership as part of the candidate slate. Trustees shall assume office at the commencement of the fiscal year immediately following their election and shall hold office for the term for which he or she is elected. Typically, terms of office begin January 1.

### *Meetings*



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ACRP will cover the cost of Board meeting travel related expenses per the provisions in its corporate travel policy.

Association staff sets the meeting schedule each year, working with the incoming Chair of the Board. Typically, the ABoT meets quarterly: at ACRP's headquarters in Alexandria, VA as possible (in February and November), at ACRP's Annual Conference (April), and by teleconference in August.

Trustees are expected to actively participate in all meetings. A meeting agenda and advance materials are sent for review the week before each meeting. The time commitment of Trustees varies by assignment from as little as four to five hours per month to approximately three to four days per month. Trustees must be willing to assume additional duties/responsibilities, if necessary, and be able to independently follow through on tasks.

Board members are expected to attend and participate in ACRP's Annual Conference, including any scheduled Board meetings or events, as well as the annual membership business meeting which is held virtually in October. Board members are encouraged to help contribute to the educational content as well. A complimentary registration is provided to all ACRP Board members to enable them to come to the conference.

ACRP Board members should expect to serve on at least one committee, appointed by the Board Chair. Time commitment for committees vary but may include monthly teleconferences.

### *Responsibilities*

The affairs of the Association are managed by its Board and it is the Board's duty to carry out the objectives and purposes of the Association; to this end, the Board may exercise all powers of the Association.

The ACRP Board has the responsibility to support its mission and vision, serve as strategic decision-makers, and hold the legal authority of its organization. The Board must balance its role as an oversight body with its role as a force supporting the organization and has adopted three overarching principles of governance:

1. **Establish Strategic Direction** - developing and maintaining a focus on the organization's mission and vision and referencing them often during decision-making. Part of establishing strategic direction also includes ensuring effective planning through a philosophical and long-term approach.
2. **Ensure Necessary Resources** – ensuring adequate financial resources so that the organization remains financially viable; providing capable leadership at the Board level through a Board development plan as well as selecting, supporting and evaluating the executive director; and finally, enhancing the organization's public standing by promoting a positive public image.



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3. **Provide Oversight** - monitoring and strengthening programs and services through thoughtful planning, monitoring, and evaluation. Financially, the Board is also responsible for protecting the organization's assets through financial risk management oversight. Legally and ethically, the Board must oversee the integrity of the organization and accept its fiduciary responsibilities of the Duty of Care, Duty of Loyalty and Duty of Obedience.

### ACRP LEADERSHIP

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This section provides a glimpse of the culture of the Association and highlights the leadership needs of ACRP. The Association expects leaders who will embrace a Leadership Code of Conduct, utilize knowledge-based decision making, and share ACRP's self-defined Board of Trustees' core values.

#### *Core Values*

- **Integrity**  
We demonstrate honesty, fairness, and the highest standards of ethical behavior as the foundation of all we do.
- **Dedication**  
We are committed to focusing on the diverse needs of the professional clinical research community with an unwavering standard of dedication.
- **Courage**  
We applaud the courage to imagine what can be possible and welcome opportunities to pioneer innovative and dynamic solutions.
- **Collaboration**  
We encourage open and active dialogue, coordinated efforts, and diverse contributions that foster a successful environment.
- **Excellence**  
We expect quality, professionalism, and outstanding service to those we serve in order to build trusted and lasting relationships.



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### *Leadership Code of Conduct*

Board Members, Volunteer Leaders, and Staff shall:

- Always be guided by ACRP's core values, vision, mission, and goals when making decisions for the Association.
- Be clear on outcomes expected and allocation of resources to be used to make those decisions happen.
- Demonstrate good faith, sound judgment, honesty, transparency, and loyalty in our ACRP activities.
- In these activities, commit to ethical, strategic, and lawful conduct that exhibits uncompromising integrity and a lack of self-interest in a courteous and respectful manner.
- Do not engage in any conduct that is inconsistent with ACRP's best interest or that may impair any ACRP relationship, personal or business.
- Prepare for all meetings: read the materials well in advance and gather the information needed for full participation.
- Work toward a practical consensus: focus on issues, not people, listen and learn, especially by giving fair and full consideration to all viewpoints, be willing to sacrifice one's personal position and interest for the sake of the Association and its membership.
- Publicly support all Board decisions - raise concerns in the Board room, not outside.

### *Leadership Responsibilities*

The role of the Board of Trustees is to:

- Know ACRP's mission, goals, programs, services, needs, and strengths.
- Follow trends in the clinical research community; keep informed of their impact on/within ACRP.
- Serve as ambassador for ACRP, telling the organization's story and presenting its accomplishments, programs, and challenges.
- Represent your professional community to ACRP, bringing opportunities, concerns, ideas, industry knowledge to Board discussions.
- Engage in fundraising and resource development as needed.
- Identify potential partnerships and leverage connections, networks, and resources to help achieve ACRP's mission.
- Actively participate in all Board meetings, reviewing 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 Association Bylaws, subject to Bylaw provisions.
- Determine the organization's policies and procedures.
- Oversee ACRP's budget and business plan; exercise prudence in the control and stewardship of ACRP's finances.



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- Ensure diligent attention is given to changes in assets of the corporation.
- Approve any plan of merger, consolidation, or dissolution.
- Elect the Association's officers and appoint committees.
- Recruit 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 ACRP.
- Participate in local chapter meetings and events as possible.
- Select, counsel, and oversee the Executive Director; determine his/her responsibilities upon recommendation from the Executive Committee.
- 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 executive sessions and when confidential information is provided.
- Complete the Conflict of Interest Disclosure form each year; avoid even the appearance of [conflict of interest](#).
- Serve ACRP as a whole rather than any special interest group or constituency; represent the overall best interests of ACRP.

### *Code of Ethics*

The following duties of volunteers to ACRP and the greater research community are outlined in ACRP's Code of Ethics.

While there are many professional and personal benefits to volunteering for leadership positions in the community, members who volunteer for ACRP committee, officer or Board positions at the local chapter and/or international level, have a duty to act in a professional manner and be mindful that they are acting as a representative of ACRP when fulfilling the requirements of their positions, and as such have some greater duties. In their leadership/volunteer capacities, members shall:

- Ensure that they have the skills and experience to fulfil the requirements of the position they have volunteered for or actively seek training to gain those skills and/or ask for assistance from ACRP staff or other sources to perform necessary functions.
- Commit to understanding, following and upholding the bylaws of the organization in which they are a leader, in addition to the ACRP Code of Ethics.
- Avoid engaging in self-dealing, as well as actual conflicts of interest relating to business affairs. Additionally, they shall use their best efforts to avoid appearance of impropriety, self-dealing or conflict of interest.
- Avoid representing multiple organizations simultaneously in a manner which could potentially be harmful to ACRP or the other organizations.
- Refrain from publicly (including social media) disparaging ACRP, its staff or its membership and/or disseminating false information about ACRP or its affiliates.



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### ABOUT ACRP

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In clinical research, people are everything. ACRP raises clinical research standards and accelerates careers. Better people. Better results.

#### **How we help your career.**

ACRP is where gold standard clinical researchers begin. And belong. Being part of the ACRP community means you are the gold standard in clinical research, and you have the qualifications to prove it. With support and tools to help you every step of the way, ACRP springboards your career onwards and upwards.

#### **How we help your business.**

ACRP makes your people better so your business can soar. Having the best people gives you the best of both worlds: lower costs and risk, and higher quality, efficiency, and certainty. That's why gold standard talent leads to gold standard progress – to the next stage, next trial, or next product launch – helping your business change the world for the better.

#### **Our Initiatives**

We are improving quality in clinical research by directly impacting the professionals conducting clinical trials. We are leading innovation in clinical research workforce development by setting standards for professional competence and building and validating competence in the workforce.

#### **Our Members**

Located in more than 70 countries, ACRP's 13,000 diverse members work in a variety of practice settings, roles, and specialty areas, with a wide range of experience in clinical research. What's common about them all is their dedication and commitment to promoting excellence in clinical research.

#### **ACRP Vision, Mission, and Goals**

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

Mission: ACRP promotes excellence in clinical research.

Goals:

1. Serve as the preferred source for quality tools, resources, and best practices that support the clinical research community.
2. Serve as the gateway for the exchange of ideas and expertise across the clinical research community.
3. Champion the interests and perspectives of the clinical research community.

Visit [www.acrpnnet.org](http://www.acrpnnet.org) for more information.