

ACRP Interest Group Guidelines

ACRP Interest Group Membership

- Must be an ACRP member.
- Login to your ACRP member profile to select Interest Groups to join.
- Any ACRP member can join one or more Interest Groups to participate and get involved.
- Interest Groups are free to join www.acrpnet.org/ig.

ACRP Interest Group Activities

- Submit articles for the *Clinical Researcher*.
- Encourage discussion in the online community.
- Develop professional development content (ex. webinars, job aids, etc.).
- Write a white paper.
- Share examples on the online community (SOPs, best practices, templates, etc.).

ACRP Interest Group Leader Description

The role of an Interest Group Leader is to engage Interest Group members by encouraging discussion in the online community, identifying opportunities to cultivate professional development content, and providing expertise in the Interest Group's clinical research focus area. Each Interest Group has at least one designated leader. Interest Groups may also have co-leaders or may establish leadership teams of up to 5 members. Interest Groups support ACRP's mission to promote excellence in clinical research. The Interest Group Leader position is for a 1-year term of service with the eligibility to continue for an additional term. Interest Group Leaders retain responsibility for ensuring the following activities are completed:

- Encourage involvement in ACRP Interest Groups.
- Establish at least 3 annual goals for the Interest Group goals to accomplish.
- Lead the development of relevant content that would benefit ACRP membership including:
 - Draft articles for the *Clinical Researcher*
 - Develop professional development content (ex. webinars, job aids, etc.)
 - Create and share templates, SOPs, and examples
 - Write a white paper
- Post 1 item per month to the online community to encourage discussion (i.e. questions, relevant articles, SOPs, templates, and examples)

- Respond to questions in the online community, as applicable to your subject matter expertise.
- Communicate all Interest Group related activities with the ACRP staff liaison – Specialist, Committees & Interest Groups.
- Assist the ACRP Staff Liaison with leadership succession planning and identifying potential leaders.
- Commit to ethical, strategic, and lawful conduct that exhibits uncompromising integrity and a lack of self-interest in a courteous and respectful manner.
- Maintain expertise in the topic area governed by the Interest Group.
- Sign and return the ACRP Volunteer Letter of Agreement and adhere to the ethical guidelines in the agreement.

ACRP's Responsibilities

- The Specialist, Committees & Interest Groups will serve as the ACRP Staff Liaison for the ACRP Interest Groups.
- ACRP Staff Liaison will maintain a current list of Interest Group members through the ACRP member database.
- ACRP will provide a teleconference or WebEx service for Interest Group Leaders to conduct meetings, as needed.
- The ACRP Staff Liaison will support Interest Group calls by scheduling meetings and establishing agendas, taking and distributing notes, and providing project management support.

Continuance and Dissolution

Interest groups will remain in existence as long as there is active leadership, participation, and action. The Association of Clinical Research Professionals (ACRP) may dissolve an interest group if evidence indicates the group is no longer actively advancing the mission of the Association.