

This email text is our recommended template to send through the Online Community when looking for nominations to your Chapter board. Please work with your Community Administrator to send this through the Higher Logic platform. If you don't have a Community Administrator, please contact chapters@acrpnnet.org with the person/people you would like to have admin rights to your community.

We Need You!

Get Involved and Help the [CHAPTER NAME] Chapter Ensure Continued Success

If you have been wondering how to get more involved with our Chapter, now is your chance. Taking advantage of one of our Chapter's leadership opportunities is critical to the continued growth and success of the [CHAPTER NAME] Chapter. Volunteering your time and expertise to focus on specific initiatives, issues and programs of importance to our industry, as well as meeting the needs of our membership, is crucial. Through your continued involvement and support, you can help us reach some of our future goals of regional program development, Certification and scholarships for national events.

Remember, our Chapter was formed in order to provide clinical research professionals a means for professional interaction, professional development, and networking and to provide ACRP benefits at the local level. Without your support and continued involvement, we cannot function as a Chapter. Together we can accomplish common goals and achieve mutual benefits through our enthusiastic support of our Chapter.

We are currently seeking nominees for the [YEAR] Chapter Officers. If you know of someone who might be interested in serving as an officer, or you would like to nominate yourself, please contact [NAME] at [EMAIL]. Elections will be held during our [DATE] meeting and all newly-elected officers will assume their responsibilities in [YEAR].

The positions that are available to be filled are:

President – As President, you will preside at all regularly scheduled meetings, attend monthly Chapter President conference calls, guide the Chapter towards meeting its goals and be responsible for ensuring that the members' needs and requests are met.

Vice-President – The Vice-President will support the President in his/her duties as well as devise programs for increasing and sustaining membership. The Vice-President will also take the primary role in directing the nomination and election process for Chapter Officers.

Secretary – The Secretary will manage the administrative activities of the organization, such as taking and recording the minutes of Chapter meetings, taking care of the distribution of newsletters / announcement for upcoming Chapter events/seminars and will maintain the membership lists.

Treasurer – The Treasurer will prepare the financial documents for annual reports to ACRP Global and will manage all aspects of the Chapter's financial business.