



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

### **BRD-06-02.08.03 Board and Board Members**

#### **Leadership Responsibilities Description: Chair of the ACRP Board of Trustees**

---

In addition to the expectations listed in the Leadership Responsibility Description of an Individual Member of the Association Board of Trustees (ABoT), the Chair shall serve as the senior elected officer of the Association. A successful Chair will inspire a shared vision for ACRP and its work, build and nurture future board leadership, build a mutually supportive relationship between the board and Executive Director, and manage the work of the board. Specific duties of the Chair of the Board include the following:

#### **General Responsibilities**

- Foster mutual trust and respect among all Trustees by involving all Trustees in the work of the Board (during meetings and through specific assignments), serving as the contact for all Trustees on board issues, guiding the ABoT in implementation of all Board policies, and facilitating Board meetings.
- Oversee efforts to build and maintain a strong Board by setting goals and expectations of the ABoT, cultivating leadership among individual Trustees, assisting in the orientation of new and re-elected Trustees, and working to make sure the ABoT has opportunities to reflect regularly on how well it is meeting its responsibilities to the organization – in part by overseeing a Board self-assessment on a routine basis.
- Partner with the Executive Director and the ABoT to establish the guiding principles, policies, and mission for the organization —by initiating a regular review of the organization’s Strategic Plan Roadmap and mission to keep them fresh and relevant, and by establishing metrics to evaluate progress.
- Serve as Chair of the Executive Committee.
- Serve as a member of the Finance Committee.

#### **Meetings**

- Preside at all meetings of the ABoT, Executive Committee, and ACRP membership.
- Provide a brief update at each Board meeting of accomplishments related to his/her leadership responsibilities.
- Develop ABoT and Executive Committee meeting agendas with the Executive Director.

#### **Relationship with the Executive Director**

- Support the Executive Director and foster a relationship based on mutual trust, transparency, and respect.



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

- Participate in regular calls with the Executive Director and candidly review issues and concerns.
- Coordinate the annual review process of the Executive Director.
- Work with the Executive Director to develop and maintain an Executive Director job description.

#### **Fiduciary Responsibilities**

- All trustees have a fiduciary responsibility to oversee ACRP's financial performance. Trustees will regularly assess the organization's financial policies and procedures, approve the annual budget, and review financial reports and audits to ensure that the organization has the resources necessary to carry out its mission and support its headquarters' operations.
- When required, sign any contracts, deeds, mortgages, or other instruments which the ABoT has authorized to be executed and which require the authorization of the Board Chair.

#### **Ambassadorial Service**

- Participate in all non-board committee meetings of ACRP.
- Author and submit a column for each issue (7) of the *Clinical Researcher* by the stated deadline.
- When asked, speak to the media and the community on behalf of the organization; represent and promote the organization in the community through regular Chapter involvement and at conferences. As a spokesperson for ACRP, the Chair agrees to follow all guidelines set forth in ACRP's Global Media and Communications Policy.

#### **MONITOR AND REVIEW SCHEDULE**

Monitor as needed and review every even year by the Governance Committee.

#### **Dates Reviewed by Committee**

June 2013

August 1, 2016

#### **Dates Modified by Committee**

June 2013

March 4, 2016 (by staff to remove references to APCR)

August 1, 2016

#### **Dates Approved by Committee**

June 2013

August 1, 2016

#### **Dates Reviewed by ABoT**

August 10, 2016



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

**Dates Approved by ABoT**

May 24, 2012

June 20, 2013

August 10, 2016