



Chat questions at any time during  
this webinar.



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

# Chapter Leader Onboarding & Orientation

What every chapter leader needs to know!

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# Welcome to ACRP!

- Welcome to your ACRP chapter leadership position! This presentation is designed to guide you in your new role as a volunteer leader.
- It will give you an overview of ACRP's organization, mission, and services.
- Your work as a volunteer leader is vital in helping ACRP realize its goals as a professional clinical research association.



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# *ABOUT ACRP*

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# About ACRP

- The Association for Clinical Research Professionals (ACRP) is one of the largest associations dedicated to clinical research professionals.
- Founded in 1976, ACRP currently has more than 60 professional chapters and 13,000 members.
- ACRP headquarters is in Alexandria, VA.
- ACRP has about 25 staff members and more than 100 volunteers who serve in leadership positions.
- Visit ACRP Online at [www.acrpnet.org](http://www.acrpnet.org)

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# About ACRP

**MISSION:** To promote excellence in clinical research.

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

## THE HEART OF CLINICAL TRIALS

We are committed to achieving our mission by leading initiatives to professionalize clinical research and develop the clinical trial workforce of tomorrow.



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# About ACRP

## **We Are Leading Workforce Development Initiatives**

While suppliers and leading organizations like TransCelerate Biopharma and the Clinical Trials Transformation Initiative focus efforts on improving clinical trial quality and efficiency through innovation in process and technology, ACRP is focused on people: the grassroots professionals conducting clinical trials.

## **We Are Setting Standards and Supporting Quality Improvement**

ACRP is setting standards for clinical research competence and workforce development. ACRP supports professionals and organizations with the training and certification programs necessary for clinical trial quality and efficiency improvements. ACRP supports implementation of process and technology advances as they evolve.

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## Local Chapters

- Your chapter is among a network of 60+ affiliated ACRP chapters
- Chapters provide local networking and professional development opportunities to members (offering free CEUs to chapter members)
- Career growth opportunities with leadership positions bolstering your resume and making a positive impact in your community

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# ACRP Board of Trustees



Jeff K. Kingsley, DO, MBA, CPI, FACRP  
2017 ACRP ABoT Chair  
Founder and CEO  
IACT Health; Columbus, GA

The ACRP Board of Trustees provides leadership for ACRP by:

- Upholding ACRP's vision, purpose and values;
- Setting the broad policies, direction and priorities of the organization;
- Providing fiduciary oversight; and
- Maintaining the integrity of ACRP services and products developed for the benefit of ACRP members.

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## ACRP Executive Team



Jim Kremidas  
Executive Director



Terri Hinkley, RN, BScN, MBA, CCRC, FACRP  
Workforce Innovation Officer

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# Chapter Services Manager



Lisa-Marie Gardner  
Manager, Chapter Services  
(703) 253.6276

[lgardner@acrpnnet.org](mailto:lgardner@acrpnnet.org)

Skype: [lisamarie.gardner@acrpnnet.org](https://www.skype.com/people/lisamarie.gardner@acrpnnet.org)

- Main point of contact for chapter leaders
- Communicate and promote ACRP vision, mission and strategic priorities
- Ensure that chapters maintain affiliation standards and guide them in growing membership and achieving excellence

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# Chapter Advisory Group

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

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# Chapter Advisory Group

REGIONAL ADVISORS	CHAPTERS
<b>Pacific Northwest Region</b>	Greater San Diego, Greater Salt Lake City, Pacific Northwest, Northern California, Southern California, Phoenix, Tucson
<b>North Central Region</b>	Great Plains, Red River Valley, Minnesota, Southern Wisconsin, Chicagoland, Circle City, Southeastern Michigan
<b>Southwest Central Region</b>	New Mexico, Front Range, Greater Kansas City, Tulsa, Southeast Louisiana, North Texas, Greater Houston Area, Central Texas, Greater San Antonio
<b>Southeast Region</b>	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
<b>Northeast Region</b>	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



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# *LEADING YOUR CHAPTER*

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# Expectations for All Chapter Leaders

## **Governance**

- Know and understand the purpose of the chapter bylaws
- Know and understand the purpose of the chapter affiliation agreement

## **Planning**

- Be present and engaged in chapter board meetings
- Participate in setting goals and carrying out plans for your specific area (organizational goals)
- Develop specific area objectives for the year (maintenance goals)

## **Budgeting**

- Develop a specific annual budget
- Operate responsibility within that budget
- Track and report during meetings

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# Chapter Affiliation Agreements

- Documents the relationship between ACRP and the chapter
- Spells out the legal use of the ACRP name, logo, and acronyms
- A copy of each chapter affiliation agreement is available at ACRP; contact your Lisa-Marie



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# Chapter Bylaws

- Sample available on the Chapter Resources Center at [www.acrpnet.org/chapter-resources-center](http://www.acrpnet.org/chapter-resources-center)
- A copy of each chapters bylaws is available at ACRP; contact Lisa-Marie ([lgardner@acrpnnet.org](mailto:lgardner@acrpnnet.org))
- Chapter bylaws should be reviewed annually.
- Revisions must be sent to Lisa-Marie ([lgardner@acrpnnet.org](mailto:lgardner@acrpnnet.org)) for review and ACRP approval
- Any bylaws changes must be approved by ACRP before the chapter members vote (ratify)

# Use of the ACRP “Chapter” Logo

Correct Logo Usage



Incorrect Logo Usage



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# Chapter Affiliation Standards & Expectations (CASE)

- Minimum set of standards (within affiliation agreements)
- Submitted annually by January 31
- Chapters rewarded with ACRP funding based on membership recruitment and retention activities of the previous year.
- Templates, resources, workbook and FAQs available on the Chapter Resources Center (CRC)  
[www.acrpn.net.org/chapter-resources-center](http://www.acrpn.net.org/chapter-resources-center)

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# 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.



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# *PROGRAMS AND SERVICES*

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# Virtual Tools

## **Online Community**

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

[www.community.acrpnet.org](http://www.community.acrpnet.org)

## **Chapter Resource Center**


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.

[www.acrpnet.org/chapter-resources-center](http://www.acrpnet.org/chapter-resources-center)

# Chapter Leader Newsletter

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

JANUARY/FEBRUARY 2017



ACRP  
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## Leader Connection Newsletter

News and resources exclusively for ACRP chapter leaders.

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**This Month in Chapter Leader News**

- Chapter Affiliation Standards & Expectations (CASE) Update
- Chapter Leader Orientation and Onboarding
- Chapter Excellence Awards Applications Now Open
- Chapter Resource Center within Online Community
- ACRP 2017 Meeting & Expo
- Ideas for Upcoming Chapter Events

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**Chapter Affiliation Standards & Expectations (CASE) Update**

The CASE survey submission deadline was January 31, 2017. If your chapter has not already done so, please complete the survey by clicking [here](#). Download the [CASE workbook](#) to assist you in your submission. Additional resources available [here](#).

- **Looking for Last Year's (or current) CASE Submission?** Contact Lisa-Marie Gardner at [lgardner@acrpnet.org](mailto:lgardner@acrpnet.org). Last year's survey submission can serve as a helpful guide as your chapter prepares to submit.
- **Congratulations to the following chapters.** These chapters submitted their CASE submissions by the deadline and reached membership milestones towards the chapter bonus.

3 – 5% Membership Increase	6 – 9% Membership Increase	Above 9% Membership Increase
Research Triangle Park (NC) Northern California Chicagoland Greater Nashville	Greater Charlotte Central Virginia Central Northeast Pennsylvania	Greater Kansas City Chapter Greater Salt Lake City Front Range (Denver) North Central Florida (Gainesville) Phoenix

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# Chapter Leader Luncheon at ACRP 2017

- Provides an opportunity for chapter leaders from around the country to network, share ideas, best practices and learn about ACRP resources.
- Program focuses on addressing common chapter challenges, identifying best practices for running a chapter, and provides face-to-face networking opportunities for chapter leaders.

**Saturday, April 29 – space is limited so please register early!**

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# Chapter Leader Webinar Series

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



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# Chapter Leadership Support

## **Membership**

- Monthly Chapter Membership Rosters sent to Chairs (may be requested as needed)

## **Website**

- Each chapter has a webpage hosted on the ACRP Online Community

## **Financials**

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

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# Chapter Leadership Support

## 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)
  - NEW – in 2017, chapters may host the prep course for \$500 per offering. (includes access to materials)
- Two (2) complimentary ACRP webinar replays OR Online Conference Library sessions each year

Webinar Replays: [www.acrpn.net.org/types/webinar-replay/](http://www.acrpn.net.org/types/webinar-replay/)

Online Conference Library: [www.prolibraries.com/acrp/](http://www.prolibraries.com/acrp/)

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# Chapter Leadership Support

## 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)



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# Chapter Excellence Awards

- Recognizes excellence in the areas of advancing the profession through certification, 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 2017 Meeting & Expo on Saturday, April 29

**Application Deadline:** March 10, 2017

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# 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](mailto: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.*

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# Your Three Most Valuable Resources

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

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# Things You Can Do Immediately

1. Bookmark the Chapter Resource Center (CRC) and use the resources: [www.acrpnet.org/chapter-resources-center](http://www.acrpnet.org/chapter-resources-center)
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!*

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# Questions?



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**Thank You for Your Leadership!**

