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BRD-06-02.08.01 Board and Board Members

Leadership Responsibilities Description: ACRP Board of Trustees

ACRP's Bylaws (Article V, Sections 2) define the composition of the Association Board of Trustees (ABoT) as consisting of "no fewer than four (4) or greater than seventeen (17) trustees." In practice, ACRP has tried to limit the size of its board to fifteen (15) members. The composition of the ABoT is as follows

1. Officers

- ABoT Chair
- ABoT Vice-Chair
- ABoT Immediate Past Chair
- ABoT Secretary (may be a Trustee but is typically the Executive Director in a non-voting capacity)
- ABoT Treasurer (also serves at the Chair of the Finance Committee)

Officers serve for one (1)-year terms and are elected by ABoT at their annual face to face Board meeting, typically held in the late fall. The Officers of the Association make up the Association's Executive Committee.

2. Regular Trustees and Public Member

Regular trustees are elected by the ACRP membership and serve for two (2) year terms with a maximum eligibility to renew for three (3) consecutive terms. Elected trustees must also include a Public Member, from a non-clinical regulated industry. The Public Member's role is defined in the Leadership Responsibilities Description (LRD): Public Member.

Establish Strategic Direction

- Determine the ACRP mission, purposes, and strategic direction. The ABoT will create and review a statement of mission and purpose that articulates ACRP's goals, strategies, and primary constituents served.
- Ensure effective planning. The ABoT will actively participate in an overall strategic planning process and assist in monitoring the plan's progress toward achieving goals and objectives.

Ensure the Necessary Resources

- Ensure adequate financial resources. The ABoT will ensure adequate resources are made available for ACRP to fulfil its mission by accurately interpreting ACRP financial statements and prioritizing resource allocation to achieve financial and programmatic (impact) goals.



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- Select the Executive Director. The ABoT will determine the Executive Director’s responsibilities and undertake a careful search to find the most qualified individual for the position.
- Build a competent Board. The ABoT will articulate necessary competencies for Board candidates, define and monitor the nomination and election process, approve the final slate of board candidates annually, orient new trustees, and periodically and comprehensively evaluate their collective and individual performance. The ABoT will also actively contribute to the process of recruiting competent Board members by recommending and encouraging exemplary peers and leaders in the clinical research community to apply for consideration as a volunteer trustee through the established ACRP nominations process. Further, the ABoT will elect annually the Vice Chair, Treasurer, and Secretary of ACRP.
- Enhance ACRP’s public standing. The ABoT will articulate ACRP’s mission, accomplishments, and goals to the public and garner support from the clinical research community.

Provide Oversight

- Monitor and strengthen programs and services. The ABoT will determine which programs are consistent with ACRP’s mission and monitor their effectiveness.
- Protect assets and provide financial oversight. The ABoT will approve the Business Plan and Budget; and through the Finance Committee, ensure that proper financial controls are in place to protect the association’s assets.
- Ensure legal and ethical integrity. The ABoT will ensure the Association adheres to its own Bylaws and legal standards and ethical norms.
- Support and evaluate the Executive Director. The ABoT will ensure the Executive Director has the moral and professional support he or she needs to further the mission and goals of ACRP.
- Approve the annual goals and objectives of the Executive Director.

MONITOR AND REVIEW SCHEDULE

Monitor as needed and review every two years by the Governance Committee.

DATE REVIEWED BY COMMITTEE

November 13, 2015
September 2018
January 27, 2020

DATE MODIFIED BY COMMITTEE

November 13, 2015
January 27, 2020

DATE APPROVED BY COMMITTEE

November 13, 2015
September 2018
January 27, 2020



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DATE REVIEWED BY BOARD

May 24, 2012
December 17, 2015
November 17, 2018
February 8, 2020

DATE MODIFIED BY BOARD

May 24, 2012
February 8, 2020

DATE APPROVED BY BOARD

May 24, 2012
December 17, 2015
November 17, 2018
February 8, 2020

Edited by staff in January 2016 to remove APCR references and members