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Leader Connection Newsletter

News and resources exclusively for ACRP chapter leaders.

This Month in Chapter Leader News

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Chapter Tip of the Month

Meet regularly with your chapter board members. A strong chapter board is essential to maintaining strong chapter health. Board members should meet regularly in person or virtually to discuss upcoming chapter events, financial health and progress towards operational goals. Strong leaders create a healthy chapter network.

ACRP 2017 Meeting & Expo – Mark Your Calendar!

The ACRP 2017 Meeting & Expo will be held this month in Seattle, WA at the Washington State Convention Center. If you're attending, please be sure to check out the following events:

- Friday, April 28; **Certification Exam Prep Course & Train-the-Trainer Session (Free to Attend)**
7:30 am – 5:00 pm; Room 304
- Friday, April 28; **ACRP/Academy Volunteer Reception**
5:30 pm – 7:00 pm; Issaquah Room at the Sheraton Seattle
- Saturday, April 29; **Chapter Leader Luncheon**
12:15 pm – 2:30 pm; Room 2B
- Sunday, April 30; **ACRP/Academy Business Meeting**
12:15 pm – 2:30 pm; Room 611

Recruitment Tables Available - There will be two (2) booths containing two (2) tables, each during key Expo Hall hours allowing up to four (4) chapters booth space at a time. This is a great opportunity to promote your chapter membership benefits during prime conference hours. If your chapter is interested in having a table, please contact Lisa-Marie Gardner (lgardner@acrpnet.org) by Wednesday, April 19.

Free Med Hero Run/Walk Event on April 29 Prior to ACRP Conference

The Center for Information & Study on Clinical Research Participation (CISCRP) is hosting a Medical Heroes Run & Walk on Saturday, April 29th in conjunction with the ACRP Meeting and Expo. The Medical Heroes Run & Walk celebrates the contributions of study volunteers who give the gift of participation in clinical research. Registration is free (with an encouraged donation!) CISCRP is also looking for folks interested in volunteering onsite at the event. Free t-shirts & giveaways to all participants!

Here are the details:

- Location: Corner of 7th and Pike (directly outside the Washington State Convention Center)
- 5:15AM PST: Volunteers Arrive
- 6:00AM PST: Onsite Check – In / Registration
- 6:30AM PST: Run / Walk Kick-Off
- 7:45AM PST: Volunteers to Assist with Break-Down / Return to Hotel Rooms to Get Ready for Conference

Please email Clarissa (cbudd@ciscrp.org) with any questions and/or to register as an event volunteer. Registration is free (with an encouraged donation) – click here to save your spot: <https://medhero-runwalk-seattle.eventbrite.com/?aff=lmch>

Chapter Event Application Reviewers Needed

ACRP is seeking a group of volunteers to review and approve chapter event applications. Those interested will be trained on how to properly review applications for contact hour, CBRN and CME approval. Training will be provided to anyone interested in this opportunity. If you would like to learn more, please contact Lisa-Marie Gardner at lgardner@acrpnet.org.

Share Our Success – Chapter Best Practices

- **Northern California Chapter** – [President’s Welcome Slides](#)
During each chapter event, the chapter shares welcome slides with all attendees. These information slides provide an update on ACRP global and the chapter initiatives and provides an opportunity for attendees to learn more about the association. Contact Bonnie Miller at bonnie.miller@comcast.net.
- **New England Chapter** – [Exam Study Group](#)
The chapter is piloting online study group sessions for those preparing for the ACRP Certification exams to better prepare them for the exam. Contact Romiya Barry at romiya.barry@gmail.com for more information.
- **Suncoast Chapter** – [Chapter Newsletter](#)
The chapter provides members with a newsletter highlighting past and upcoming chapter events. The newsletter is also used as a tool to identify speakers for upcoming events. Contact SuncoastChapterACRP@gmail.com.

Mandatory IRS Filing Requirements Deadline May 15

In 1984, ACRP received a [group exemption letter](#) (Group) from the IRS. This letter allows subordinate organizations (chapters) to be granted 501(c)(3) status by their participation in the Group, thereby avoiding the necessity of individually filing for exemptions. While a group tax exemption number decreases the amount of paperwork required, all chapters must still obtain a separate Employer Identification Number (EIN) and [annually file](#) Form 990 or Form 990N with the IRS. For most chapters this will be May 15, 2017, for the 2016 tax year.

Bring Item Writing Training to Your Chapter!

ACRP is seeking additional chapters to host Item Writing training in their area. Chapters will sponsor meeting facilities, breakfast, and lunch. ACRP will provide registration link, travel and hotel for ACRP staff and Prometric Trainor. To learn more about sponsoring an item writing training contact Heather Trusty, ACRP Certification Manager, at htrusty@acrpnet.org.

Chapter Excellence Awards (CEA) Winners Announced

Congratulations to this year’s Chapter Excellence Award winners. This year’s award winners will be recognized at the ACRP 2017 Meeting & Expo during the Opening Session on Sunday, April 30. Representatives from the winning chapters will walk the stage to be acknowledged, and have their photo taken in front of all conference attendees. They will also be presenting their best practice during the Chapter Leader Luncheon on Saturday, April 29.

- Excellence in Education & Training – [Canadian Chapter](#)
- Excellence in Advancing the Profession through Certification – [North Central Florida](#)
- Excellence in Membership Growth – [Greater Kansas City Chapter](#)

Please join me in congratulating these outstanding chapters!

Ideas for Upcoming Chapter Events

The following chapter events were held in March 2017:

- [Canada](#) – Annual General Meeting
- [Chicagoland](#) – Spring Networking Event
- [Front Range](#) – Careful Supervision, or Careless Omission: What type of Oversight Does Your PI Provide?
- [Greater Cincinnati](#) – How Does the Recent ICH-GCP E6 Update Affect You?
- [Greater Nashville](#) – How Does the Recent ICH-GCP E6 Update Affect You?
- [New Jersey](#) – Measuring the Impact of Complexity on Productivity
- [New York Metropolitan](#) – Measuring the Impact of Complexity on Productivity
- [Northern California](#) – Navigating Clinical Data Technology
- [Research Triangle Park](#) – CRA’s Evolving Roles: How to Successfully Elevate Performance in a Transitioning Environment
- [Southeast Louisiana](#) – How Informed Are Your Research Participants?
- [Southern Wisconsin](#) – How Does the Recent ICH-GCP E6 Update Affect You?

Need ideas for your next chapter event? Check out ACRP [webinar replays](#) and [Online Conference Library sessions](#). Each chapter receives two (2) complimentary sessions annually. Click [here](#) to learn more.

Important Dates

The [2017 Key Dates Calendar](#) is updated and posted on the Chapter Resource Center homepage at <https://www.acrpnet.org/networking/chapters/chapter-resource-center/>. This is a great planning tool for deadlines and important events.

- **April 28 – May 2:** [ACRP 2017 Meeting & Expo](#)
- **Friday, April 28:** [ACRP Certification Exam Prep Course & Train-the-Trainer Session](#)
- **Saturday, April 29:** Chapter Leader Luncheon ([register here](#))
- **Sunday, April 30:** Medical Device Interest Group Brown Bag Luncheon
- **Monday, May 15:** Form 990/990N Filing Deadline “Due every year by the 15th day of the fifth month after the close of your tax year.

Chapter Leader Quick Links

- **CASE:** [Chapter Affiliation Standards and Expectations](#)
- **CRC:** [Chapter Resource Center](#) (www.acrpnet.org/chapter-resource-center)
- [Chapter Promotional Materials Request Form](#)
- [Chapter Event Application](#)
- [Chapter Event Marketing & Communications Guidelines](#)
- [Archived Chapter Leader Webinars](#)
- [2016 Key Dates Calendar](#)
- [Chapter Resources At-A-Glance](#)

*You received this newsletter because you are an ACRP chapter leader.
If you are not a current chapter leader, please email chapters@acrpnnet.org.*