

ACADEMY

OF CLINICAL RESEARCH PROFESSIONALS



Leadership Responsibilities Description: Academy Board of Trustees

The Academy Board of Trustees (Academy BoT) is composed of up to nine (9) trustees.

The following positions are ex-officio officers of The Academy:

- Academy BoT Chair
- Academy BoT Immediate Past Chair

The following officers are elected by the Board each year:

- Academy BoT Vice Chair
- Academy BoT Treasurer
- Academy BoT Secretary*

*The Academy BoT Secretary may be an appointed trustee or a staff member. If an appointed staff member, the position is non-voting and, as a non-voting, non-trustee member of the BoT, the position does not count toward the maximum number of allowable seats on the board.

The Academy BoT also consists of a trustee appointed each year by the ACRP Board of Trustees (ABoT) as the ABoT Liaison. This position is non-voting.

Establish Strategic Direction

- Determine the Academy mission and purpose in line with the strategic direction set by ACRP and The Academy. The Academy BoT will create and review a statement of mission and purpose that articulates The Academy's goals, initiatives, and primary constituents served.
- Ensure effective planning. The Academy BoT will actively participate with ACRP 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 Academy BoT will ensure adequate resources are made available for The Academy to fulfill its mission by accurately interpreting The Academy's financial statements and prioritizing resource allocation to achieve financial and programmatic (impact) goals.
- Build a competent Board. The Academy Bot will oversee the Nominating Committee in their efforts to identify potential board nominees. An annual Nominating Committee Charge will be developed and approved by The Academy BoT to articulate necessary competencies for Board candidates and to define and monitor the nomination and election process. The Academy Bot will orient new trustees, and periodically and comprehensively evaluate their collective and individual performance. Further, the Academy BoT will elect annually the Vice Chair and Secretary of The Academy.
- Enhance the Academy's and ACRP's public standing. The Academy BoT will articulate both The Academy's and ACRP's mission, accomplishments, and goals to the public and garner support from the clinical research community in accordance with the ACRP Global Media and Communications Policy.

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Provide Oversight

- Monitor and strengthen programs and services. The Academy BoT will support the programs that are consistent with The Academy's mission and monitor their effectiveness.
- Protect assets and provide financial oversight. The Academy BoT will approve the Business Plan and Budget; and through the Treasurer, ensure that proper financial controls are in place to protect the Academy's assets.
- Ensure legal and ethical integrity. The Academy BoT will ensure it adheres to legal standards and ethical norms.
- Support the Executive Director and Director of Certification. The Academy BoT will ensure the Executive Director and Workforce Innovation Officer have the moral and professional support they need to further the mission and goals of The Academy.

Monitoring and Review Schedule

Monitor as needed and reviewed by Academy BoT every two years.

Dates Reviewed by Academy BoT

May 15, 2012

March 5, 2017

Dates Modified by Academy BoT

March 5, 2017

Dates Approved by Academy BoT

May 15, 2012

March 5, 2017