



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

ACRP Nominating Committee Charge

All committee charges are to be reviewed and updated biannually.

Charge

The ACRP Nominating Committee holds responsibility to lead and conduct the recruitment process for qualified candidates that address the current needs of the Association Board of Trustees (ABoT), by thoroughly reviewing and scoring each candidate's application, and submitting their recommended slate of candidates for Board approval.

Goals and Objectives

Committee members ensure that potential candidates are equipped with information about ACRP and its board to guide their decision about running for office, by making available the following resources:

- Handbook for Board of Trustees' Candidates (*describes the roles, responsibilities, and time commitments of each leadership position and the Board as a whole.*)
- Board of Trustees' Candidate Application (*includes scoring criteria for each section of the application, i.e., experience in clinical research, professional competencies, training experience, and leadership characteristics*).

The Committee will reference the results of the ACRP Annual Board Expertise Assessment Survey and composition reports as provided by the Governance Committee to review and rate each candidate using the candidate application and scoring rubric. Committee members will select a slate of individuals from the pool of nominated candidates. One individual will be selected for each ABoT vacancy at the end of that particular calendar year; a list of all candidates ranked in the order they are recommended will be included to be used for any additional unexpected vacancies on the Board or potential participation in other volunteer roles. It is vital that the committee ensures the composition of the new board is consistent with the ACRP Bylaws and reflects the needs of the membership.

Responsibilities

- Review the committee charge and propose recommended changes as necessary for the ABoT's consideration.
- Understand the strategic objectives of the ABoT and the defined board member skill requirements provided by the Governance Committee.
- Promote candidate submissions to the ABoT.
- Plan for the replacement of ABoT members as needed due to term completion including holding a call for nominations, evaluating all applicants, recommending to ABoT a slate of candidates and reporting to ABoT on the vote of the final slate of candidates by the members.

Authority

The scope of authority for the Nominating Committee is to identify, evaluate, and provide a recommended slate of candidates for the ABoT *per the Board of Trustees Nomination and Election Policy*. The committee's role is as an advisory group to the ABoT. The Governance Committee will



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

inform the committee, in a timely manner, with the number of Trustees needing to be replaced as well as whether Trustees eligible for re-election to a second term should be added to the slate of candidates. The Governance Committee will also inform the Nominating Committee of criteria sought in candidates to strengthen the Board.

Function

Meeting Schedule

The Nominating Committee may meet via teleconference in February (*organizational meeting and new member orientation; final approval of Board Candidate/Nomination Materials*); April (*review the Board Expertise Assessment and composition needs as provided by the Governance Committee*); July and August (*review nominees, prepare slate of candidates*); September (*review and modify charge for next year*); October (*receive update on proposed slate*) and December (*review election results and resource materials and develop timeline for next year*). In person meetings and/or additional teleconferences may be scheduled as required.

Committee Representation:

- Includes global representation when possible and reflects the characteristics of the general ACRP membership and the nature of the activities undertaken by the committee.
- Consists of seven (7) members who are active members of ACRP.
- One member shall be an ex-officio voting member, who is the Chair of the ACRP Governance Committee as a fully functioning member of the committee.
- One member shall be an ex-officio voting member, who is the ABoT Immediate Past-Chair and who shall also serve as the ABoT liaison as a fully functioning member of the committee.
- One additional member may be a current ABoT Trustee; no more than three board members may serve at a time to allow non-board members to be a majority on the committee.
- Leadership will entail a committee Chair and Vice Chair, who are appointed by the ACRP Board.

Role of Chair

The Nominating Committee Chair is responsible for leadership and facilitating the work of the committee.

Role of Vice Chair

In the absence of the Chair, the Nominating Committee Vice Chair is responsible for leadership and facilitating the work of the committee. While it is the intent to have succession planning within committees through mentoring of all committee members including the Vice Chair, it should be understood that based on the needs of the committee, the Vice Chair may not automatically ascend to the Chair position at the completion of his or her term as Vice Chair.

Role of the Committee ABoT Liaison

An ABoT Liaison is appointed to each committee in order to build a stronger connection between the committee and the ABoT and provide added support and recognition of the work being accomplished by the committee.



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

The ABoT Liaison is a fully participating member of the committee. He/she serves as the voice of the committee at ABoT meetings and when needed, provides update reports on behalf of the committee to the Board. Conversely, the ABoT Liaison also provides clarification around strategies outlined by the ABoT that directly impacts the committee and their work. The ABoT Liaison serves a one-year term and in the case of the Nominating Committee, is always the Immediate Past Chair of the Board of Trustees. The ABoT Liaison may not serve as Chair or Vice Chair of the committee.

Role of the Executive Director

The Executive Director may encourage ACRP members to apply for open Trustee seats and may participate in committee meetings and discussions of candidates; however, the Executive Director is not considered a committee member and does not have a vote on committee matters including recommending the proposed slate.

Role of the Committee Staff Liaison

The Committee Staff Liaison provides all necessary support to the Chair, Vice Chair, and all the committee members to facilitate the work of the committee, including setting up meetings and helping to prepare the materials.

Role of the Governance Committee Chair

The Chair of the Governance Committee is appointed to the Nominating Committee in order to build a stronger connection between both committees regarding the board's needs for future Trustees. The Governance Committee Chair will provide the Nominating Committee with applicable results of the ABoT Professional Expertise Survey, Board Performance Assessments, and the board's overall development plan for Trustee succession planning.

Staff Liaison: Director of Governance

Term Length:

- Committee members will serve a two-year term and based on availability and contribution performance may serve one sequential term of two years.
- Previous members may return to serving on the committee, per the needs of the committee, after a one-year break in service.
- A member's term starts in the year he/she joins the committee, not at the date he/she joins.
- If an individual has served two two-year terms, he/she may be appointed as Chair for an additional one-year term. Those who have not completed two two-year terms may also be appointed as Chair at any time during their service on the committee.

Terms for Appointed Alternate Committee Members

A member appointed by the ABoT to complete the unexpired term of a vacant regular committee seat, will be considered a first term committee member, no matter how much time is left in the vacated



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

term s/he is filling. Upon completing this first term appointment, the alternate committee member may be considered for a second term renewal through the regular committee nomination process as defined in ACRP's Committee Nominations Procedure Policy.

Committee Member Selection:

Members of the Nominating Committee are selected through an open-nominations process. The ABoT Chair-Elect receives applications for committee volunteers, consults with committee leadership and staff in the development of a committee roster to support his/her term as chair, and proposes a slate of committee members for approval by the ABoT.

Skills and Expertise:

- Core skills and expertise of prospective committee members required to meet the committee's goals and objectives will be assessed by the ABoT annually to determine how open committee positions are filled.
- Expertise may include:
 - Communication
 - Leadership Skills
 - Strategic Planning
 - Industry Thought Leadership

Related Working Groups: Governance Committee

Accountability

- Submit a recommended slate of Trustees for approval to the ABoT.
- Provide reports to the ABoT as requested.
- Keep the committee's work aligned with the Strategic Plan.

The staff liaison is responsible for providing a committee orientation to all members.

- The staff liaison will update the committee and the ABoT on the number of candidate submissions throughout the nomination process.

ACRP Regular Committee Charges are reviewed every two years by ABoT.

Approved by ABoT October 18, 2017