



2020 ACRP New Trustee Orientation

Welcome

ACRP Board of Trustees (ABoT)

Paul Evans, Chair

Erika Stevens, Vice Chair

Ernest Prentice, Member and Chair, Governance Committee

ACRP Staff

Jim Kremidas, Executive Director and ABOT Secretary

Christy Herz, Director of Governance

New Trustees

Sergio Armani, Christina Brennan, Deborah Driscoll, Catherine Shuster

New Trustee Mentors

New Trustee

Sergio Armani

Christina Brennan

Deborah Driscoll

Catherine Shuster

Mentor

Christine Senn

Paul Evans

Anne Blanchard

Ernie Prentice

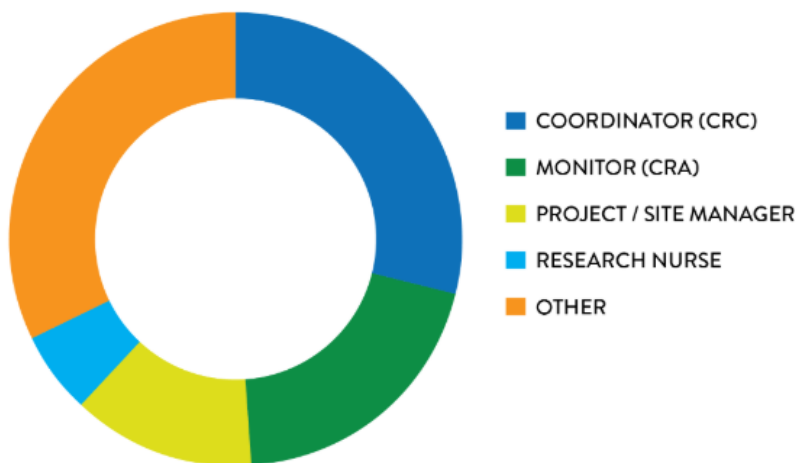
Agenda

- Welcome & Introductions
- ACRP Members, Mission, and Objectives
- ACRP Governance
- Role of a Trustee
- ACRP Finances
- Board Meetings
- ACRP Office

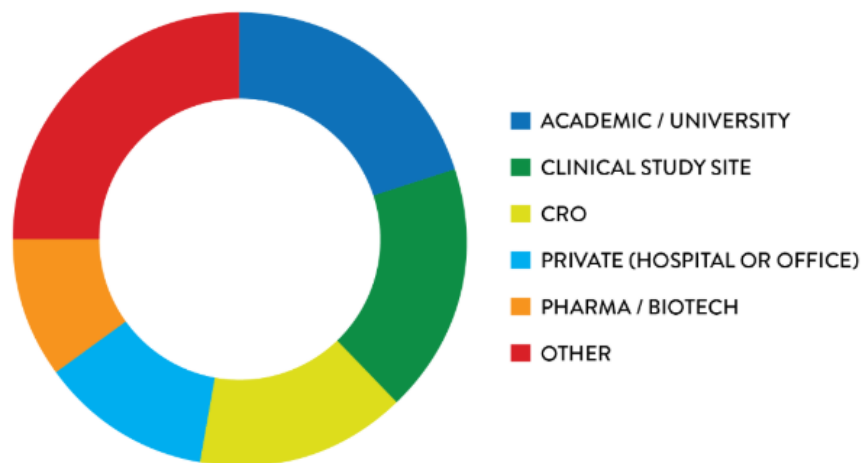
ACRP's Members, Mission, and Objectives

ACRP's 13,000 members in more than 70 countries are individuals working on research studies in humans. Our members are diverse and work in a variety of practice settings, roles, and specialty areas, with a wide range of experience in the field. Regardless of title, they are all clinical research professionals. What's common about them all is their dedication and commitment to promoting excellence in clinical research.

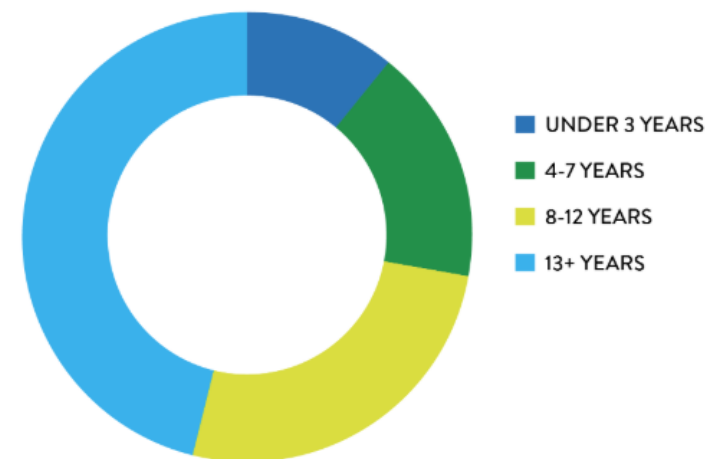
Primary Roles



Practice Settings



Experience Levels



Mission

ACRP promotes excellence in clinical research.

Vision

Clinical research is performed responsibly, ethically,
and professionally everywhere in the world

Goals

- ☐ Serve as the preferred source for tools, resources and best practices that support the clinical research community.
- ☐ Serve as the gateway for the exchange of ideas and expertise across the clinical research community.
- ☐ Champion the interests and perspectives of the clinical research community.

2020 Key Organizational Objectives

Improve Member and Certificant's Experience – Customer Service

Drive Workforce Competency: Define, Align, Validate, Advocate

Grow ACRP Value Proposition with Employers (B2B Sales/Paid cert. and memberships/WISC/PWA)

Data-Driven Decision Making – Leverage Member Survey and Internal Data

Implement New Strategy for Development and Use of ACRP T&D Tools

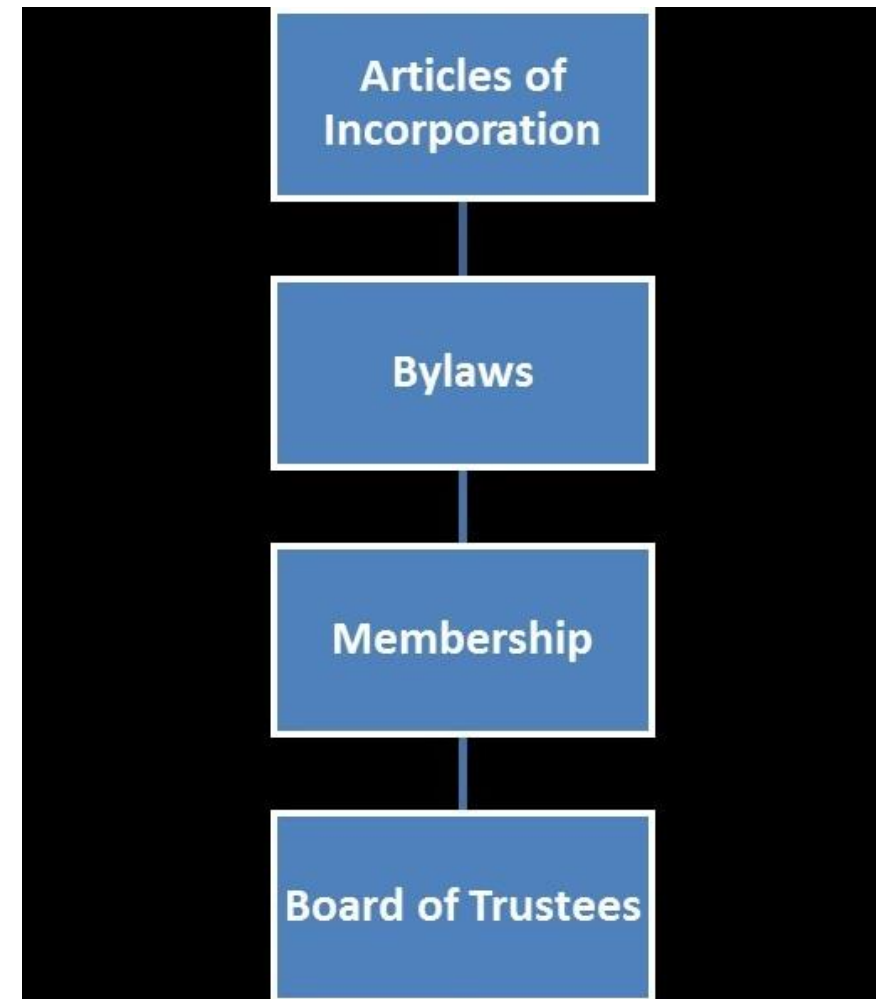
Develop Strategic Alliances to Drive Growth into New Market Segments

Staff Development – Culture of Teamwork

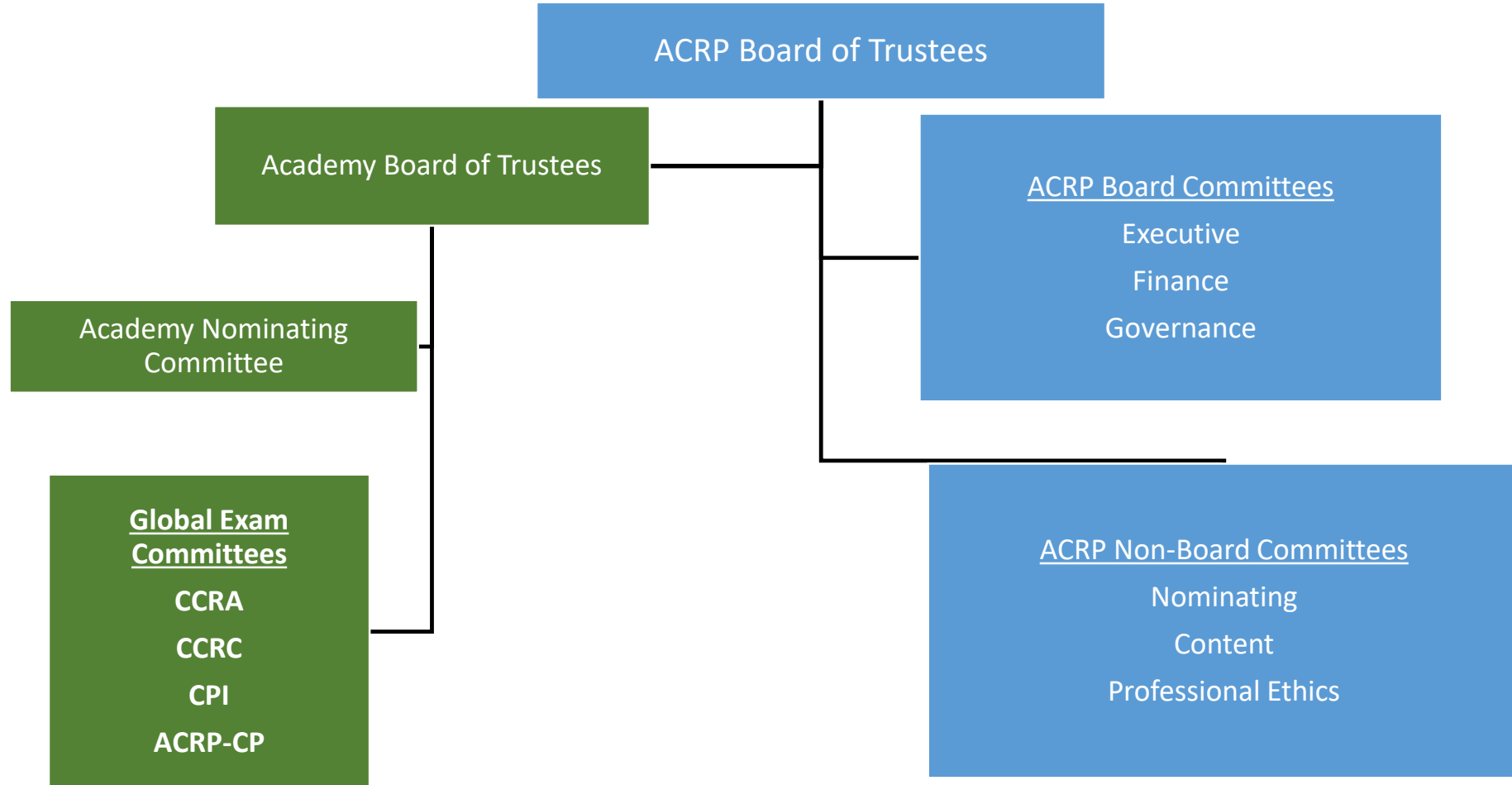
Maintain Financial Stability while Enhancing Infrastructure

Governance: Structure and Processes Used to Implement the Organization's Mission

- Nonprofit Incorporation 501(c)(3)
- Volunteer Board is Accountable to Dues Paying Membership
- Staff and Volunteer Committees Provide Governance, Strategic, and Programming Support to the Board



Governance Organization Chart



Association of Clinical Research Professionals

- 501(c)3 Nonprofit per IRS Tax Code; Educational Organization
- Worldwide membership of clinical research professionals
- Volunteer Board = accountable to dues paying membership

Academy of Clinical Research Professionals

- 501(c)6 Nonprofit per IRS Tax Code; Certification Program
- Certifies CRAs, CRCs, PIs and CPs and 2 Subspecialty designations (Medical Device and Project Management); NCCA Accredited
- Volunteer Board = accountable to certificants

Master Services Agreement (MSA)

General Administration
Governance and Leadership
Accounting/Financial Management
Communications / Marketing
All aspects of the Certification Program
35% of Gross Revenue

IP License

All past, current and future intellectual property
\$500,000 + 98% of Net Operating Income

ABoT Liaison

(1-year term)



Role of a Trustee

Role of A Trustee: 10 Basic Responsibilities

Establish Strategic Direction	Determine mission and purpose.	Ensure effective planning.		
Ensure the Necessary Resources	Ensure adequate financial resources.	Select the executive director.	Build a competent board.	Enhance the organization's public standing.
Provide Oversight	Monitor and strengthen programs and services.	Protect assets and provide financial oversight.	Ensure legal and ethical integrity.	Support the executive director.



Duty of Care

Duty of Loyalty

Duty of Obedience

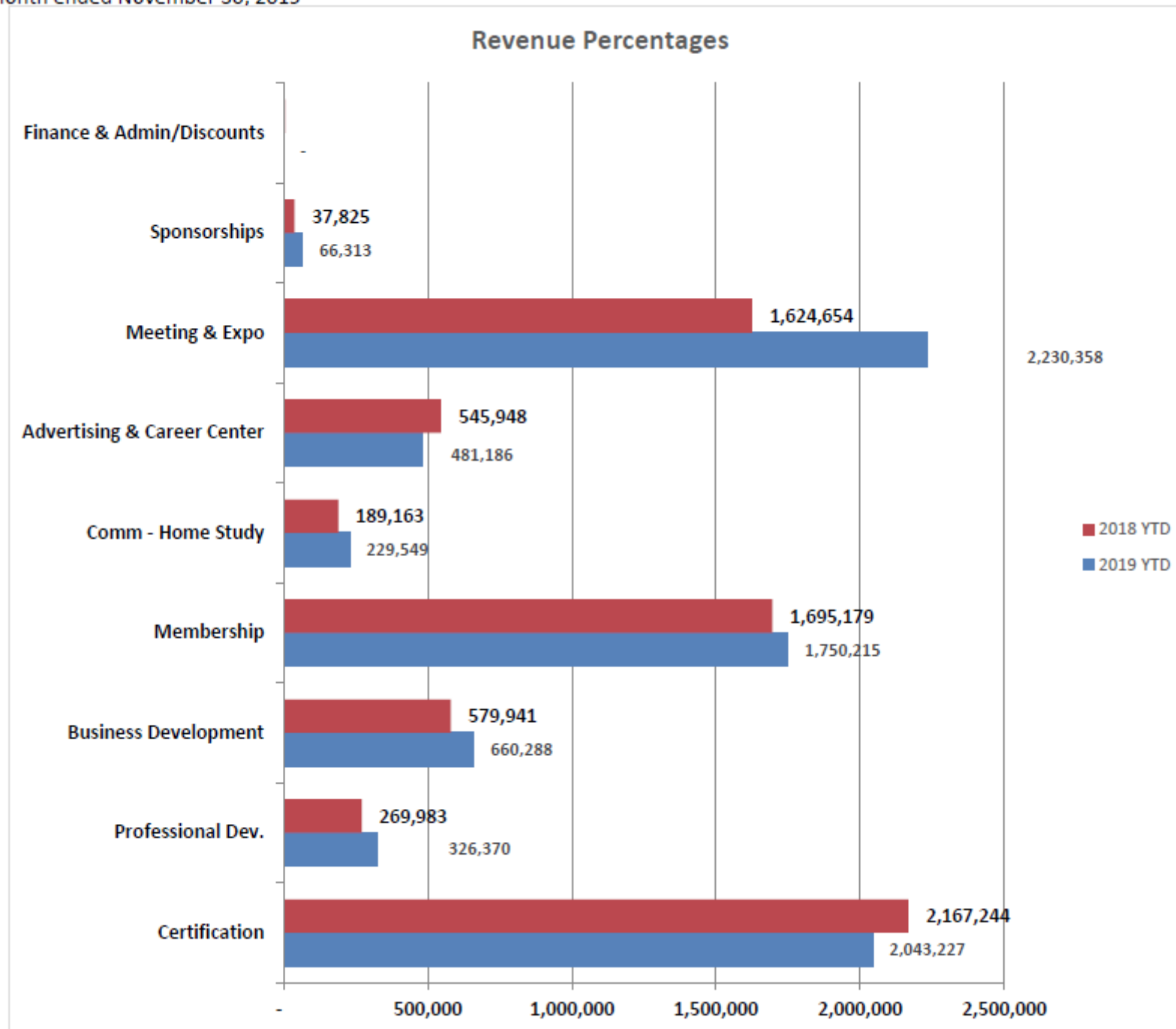


Role of A Trustee: Supporting Documents

Leadership Responsibilities Descriptions	Board Core Values	Leadership Code of Conduct	Governance Policy Manual
<ul style="list-style-type: none">• Collective Board• Officers• Trustees	<ul style="list-style-type: none">• Integrity• Dedication• Courage• Communication• Service	<ul style="list-style-type: none">• Trustees• Volunteer Leaders• Senior Staff	<ul style="list-style-type: none">• Board & Board Members• Ethics & Accountability• Executive Director• Finance & Administration

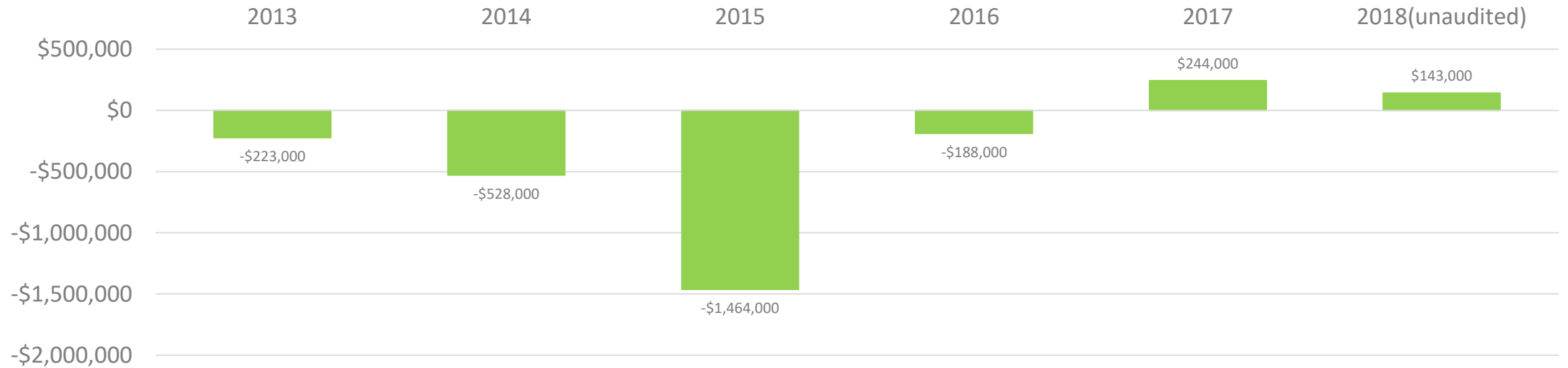
ACRP Finances

For the month ended November 30, 2019



6-Year Review

Change in Net Assets - Operations 2013-2018



Consolidated Statement of Activities: 2018 Compared to 2017 – Unaudited (in thousands)

	Consolidated Total 2017	Consolidated Total 2018	Variance
REVENUE	\$7,605	\$7,073	\$(532)
EXPENSE	7,361	6,929	(363)
CHANGE IN NET ASSETS- OPERATIONS	\$244	\$144	\$(100)
Non-operating items	252	(127)	(379)
CHANGE IN NET ASSETS	\$496	\$17	\$(479)

Consolidated Statement of Financial Position December 31, 2018 – Unaudited (in thousands)

	ACRP	Academy	Eliminations	Consolidated Total
REVENUE	\$6,173	\$2,156	\$(1,256)	\$7,073
EXPENSE	6,422	1,763	\$(1,256)	6,929
CHANGE IN NET ASSETS- OPERATIONS	\$(249)	\$393	-	\$144
Non-operating items	(127)	-	-	(127)
CHANGE IN NET ASSETS	\$(376)	\$393	-	\$17

Consolidated Statement of Financial Position December 31, 2018 – Unaudited (in thousands)

	ACRP	Academy	Eliminations	Consolidated Total
Current Assets	\$858	\$803	-	\$1,661
Fixed Assets – Net	767	-	-	767
Investments	2,990	-	-	2,990
TOTAL Assets	\$4,615	\$803	-	\$5,418
Current Liabilities	\$2,214	\$190	-	\$2,404
Other Liabilities	2,328	-	-	2,328
Net Assets	73	613	-	686
TOTAL Liabilities & Net Assets	\$4,615	\$803	-	\$5,418



Board Meetings

Basics of ACRP Board Meetings

Meetings:

- Regular & Annual Meetings – require 10 days notice
7 scheduled in 2020 — 3 in-person: February (Alexandria), April (Seattle), November (Alexandria)
4 virtual: March, June, September, December
- Special Meetings – require 2 days notice

Quorum:

Greater than 50% of voting Trustees are required to conduct business at any Board meeting.

Manner of Acting:

The act of a majority of the voting Trustees present at a Board meeting at which a quorum is present shall be the act of the Board (*Proxy voting is not allowed*)

Board Meeting Travel

- Travel costs (and registration) are covered for in-person board meetings and ACRP's Annual Conference
 - Trustees will book their own travel
 - ACRP staff will book hotels
 - ACRP staff will register Trustees for conference
 - ACRP's Travel Provider is Corporate Traveler—staff will provide contact information and let Trustees know when to book travel
 - Trustees will receive a copy of the travel policy with their reimbursement form after each in-person meeting
 - EFT form will be sent so you may be reimbursed electronically

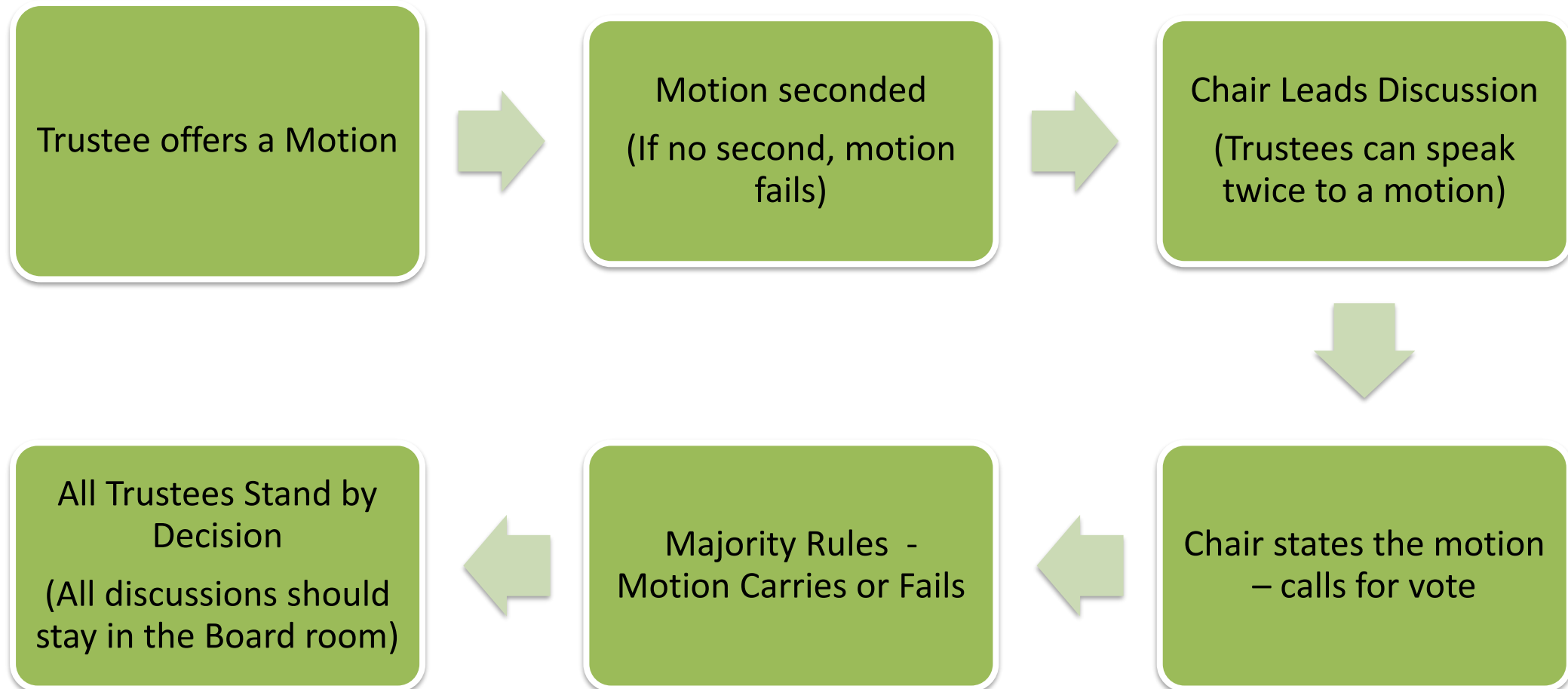


Board Documents

- Advance materials are provided the week before each meeting as PDFs
- Documents are shown on screen; bring your own printed copies or laptop to view electronic files if you wish
- Board documents typically include:
 - Meeting Agenda (may include Consent Agenda)
 - Minutes
 - Action Items for Board Action
 - Financial Reports
 - Resource Planning Items
 - Strategic Items
 - Governance Items



Steps to Consider a Motion



Board Meeting Assessments

- Opportunity to provide your feedback
- Confidential, Online Survey emailed
- Identifies areas of strength and areas for improvement for future meetings
- Results summary reviewed shared with Board at next meeting

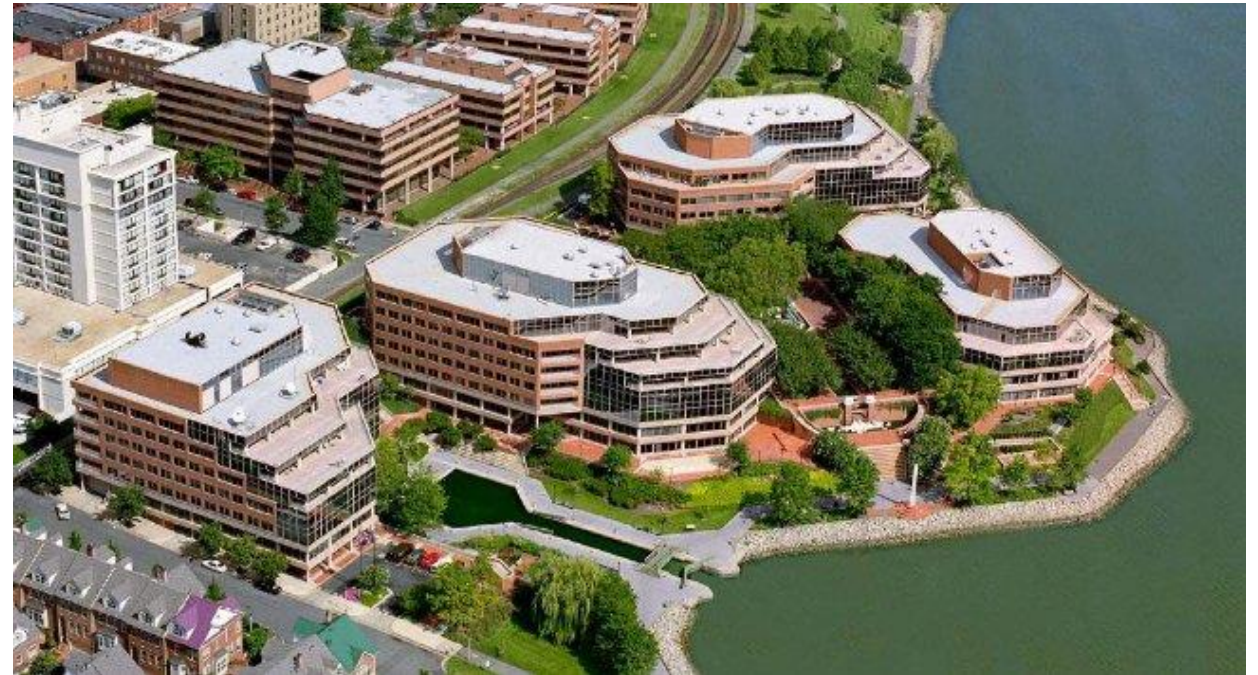
ACRP Office

ACRP Office

99 Canal Center Plaza, Suite 150, Alexandria, VA 22314

Staff Program Areas:

- Membership and Chapter Services
- Training and Professional Development
- Meetings, Expo & Advertising
- Workforce Innovation
- Marketing & Communications
- Business to Business
- Publications
- Certification
- Finance
- Governance



Elsa Belay, Senior Staff Accountant
Daltrey Burris, Client Support Specialist
Michael Causey, Editor In Chief
Gary Cramer, Managing Editor
Jeremy Glunt, Director, Marketing & Communications
Bridget Gonzales, Director, Training & Professional Development
Steven Gonzalez, Senior Specialist, Certification
Beth Harper, Workforce Innovation Officer
Christy Herz, Director, Governance
Ramona Jackson, Director, Membership
Jim Kremidas, Executive Director
Gigi Lancaster, Director, Certification
Rey Liggins, Associate Specialist, Member Services
Caitlin Mackey, Manager, Marketing & Communications
Kevin McCourt, Chief Operating Officer
Casandra Merkel, Senior Specialist, Member Engagement
Tammy Myers, Director, Advertising & Exhibit Sales
Clarissa Ortiz, Specialist, Member Engagement
Miguel Rodriguez, Specialist, Certification
Jenna Rouse, Director, Sales & Marketing
Matt Sapurstein, Manager, Marketing & Communications
Melodie Walker-Edmund, Director, Database Administration





QUESTIONS?



Thank you for volunteering as a Trustee!

Your active leadership is of great value to the success of our association. We look forward to working with you in this role.