

Awards & Recognition Committee Charge

All Committee charges are to be reviewed and updated annually

Mission

The ACRP Awards & Recognition Committee holds the responsibility to provide a transparent, neutral and objective process for selection criteria and review of candidates eligible for annually predefined awards and recognition programs.

Global Goals and Objectives

The committee will develop a formal process and procedure for the ACRP awards program to be conducted on an annual basis as well as define the content of the various awards and the selection criteria for eligibility. Awards recognize individual/team achievement, service to ACRP, public service and excellence and/or innovation in clinical research. The committee may also recommend special awards or on-going recognition programs that are in alignment with the mission of the organization.

Authority

The scope of the committee is to define the content of the various awards and the selection criteria for eligibility annually and to provide candidate recommendations for ABoT approval at the end of the final annual committee meeting.

Function

Meeting Schedule:

The Awards & Recognition Committee will meet via monthly teleconference unless otherwise defined in the annual budget.

Committee Representation:

- Consists of 4-6 members who are active members of ACRP.
- Includes global representation when possible and reflects the characteristics of the general ACRP membership.
- Includes at least one member from the ABoT, appointed by the ACRP Executive Committee, who holds equal voting rights.
- Leadership will entail a committee Chair and Vice Chair, who are appointed by the ACRP Executive Committee.

Role of Chair

The Awards & Recognition Committee Chair is responsible for leadership and facilitating the work of the committee.

Role of Vice Chair

In the absence of the Chair, the Awards & Recognition 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

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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. 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 with the possibility of being reappointed for a second term. The ABoT Liaison may not simultaneously serve as Chair of the Committee.

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.

Staff Liaison: Director of Marketing & Communications

Term Length:

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

Skills and Expertise:

- It is critical that committee members devote sufficient time to participate in and contribute to committee activities.
- Core skills and expertise of committee members, required to meet the committee's goals and objectives, will be assessed annually to determine how open committee positions are filled.
- Skills and expertise will be determined annually by the ABoT Executive Committee, committee chair, and staff liaison.
- Expertise may include:
 - Good knowledge of clinical research
 - Communication
 - Leadership
 - Strategic Planning
 - Previous service on the ABoT or an ACRP Committee

Related Working Groups: None

Accountability:

- An annual report will be submitted to the ABoT.
- The ABoT liaison (on behalf of the committee chairperson) will present recommended candidates for each approved award at the ABoT during the January/February meeting.
- The committee's work will be aligned with the Strategic Plan through the Strategy-Activity-Measurement document (SAMs). The staff liaison is responsible for providing the orientation to the committee of the relevant SAMs, as well as a committee orientation.

Annual Goals for 2012

- Refine award categories, nomination criteria and selection process and annually evaluate submissions in accordance with this process.
- Define content of the various awards and the selection criteria for eligibility and provide budget required for inclusion in annual business planning process.
- Budget will include cost of awards, promotion of program and any necessary travel expenses associated with distribution of awards.