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## **ASIA-PAC SITE SOLUTIONS SUMMIT COMMITTEE CHARTER**

### **Purpose of the Committee**

The Asia-PAC Site Solutions Summit is the Asia-PAC based meeting of SCRS. The Asia-PAC Site Solutions Summit Committee helps to provide direction on educational activities related to the Asia-PAC Site Solutions Summit. The Asia-PAC Site Solutions Summit Committee will assist with identifying thought leaders in the industry to participate in various education activities at the Asia-PAC Site Solutions Summit

### **Scope and Key Objectives**

The Asia-PAC Site Solutions Summit Committee hold responsibility for maintaining the quality of the conference, adding professionalism and credibility to the sessions and responding to evaluations by conference participants. By recommending a diversity of programs the Committee will endeavor to deliver presentations, workshops and networking activities that meet the needs of the full spectrum of Summit attendees. In order to accomplish these objectives, the Committee will:

- Suggest the theme of the Asia-PAC Site Solutions Summit as well as the content for programming of the conference;
- Assist with identifying industry thought leaders to participate in educational activities at the Summit;
- Develop and maintain standards for consistent quality of new and existing professional development content;
- Monitor the speaker qualifications, appropriateness of content, identify and resolve potential conflicts of interest, and ensure freedom from commercial bias to ensure that sessions comply with SCRS standards.

### **Organization and Governance**

*Meeting Schedule:* The Asia-PAC Site Solutions Summit Committee will conduct business of the Committee through an ongoing schedule of monthly conference calls and/or electronic communications, or otherwise as scheduled by the Chair.

#### *Committee Representation:*

- Consists of members who are active members of SCRS;
- Will have at least one representative from a Corporate Member (Sponsor, CRO and/or Professional Service Provider), if possible; however, at no point will the number of Corporate Members outnumber the number of Site representatives;
- Committee leadership will consist of a Chair and Vice Chair, both of whom will be site representatives.
- There will not be more than one Committee member from a single organization.

### ***Chair Responsibilities:***

The Asia-PAC Site Solutions Summit Committee Chair is responsible for leadership and facilitating the work of the Committee including, but not limited to, calling meetings of the Committee/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee members and with the SCRS Leadership Council.

#### ***Term:***

The Asia-PAC Site Solutions Summit Committee Chair will serve a one-year term. The Chair will have the option to maintain this position for one additional year, if all responsibilities have been met. After the term as Committee Chair is completed they will stay on as an ex-chair for one additional year.

### ***Vice Chair Responsibilities:***

In the absence of the Chair, the Asia-PAC Site Solutions Summit Committee Vice Chair is responsible for leadership and facilitating the work of the Committee. The Vice Chair will ascend to the Chair position at the completion of current Chair's term, if all responsibilities have been met.

#### ***Term:***

The Asia-PAC Site Solutions Summit Committee Vice Chair will serve a one-year term. The Chair will have the option to maintain this position for one additional year, if all responsibilities have been met. The total length of service as Vice Chair and Chair could be up to a total of four years.

### ***Member Responsibilities:***

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated. Committee members who miss two consecutive Committee meetings without notification and approval of the Committee Chair can be dismissed from Committee Asia-PAC Site Solutions Summit.

#### ***Term:***

Each Committee member will serve a one-year term. The member will have the option to maintain this position for one additional year, if all responsibilities have been met.

Previous members may return to serving the Committee, per the needs of the Committee, after a one year break in service.

### ***Committee Staff Liaison Responsibilities:***

The Committee Staff Liaison provides necessary support to the Chair, Vice Chair, and Committee members to facilitate the work of the Committee including setting up meetings, helping to prepare the materials and preparing the annual report to the SCRS Leadership Council.

### **Accountability**

- An annual report will be submitted to the SCRS Leadership Council.
- The Committee's work will be aligned with the overall goals of SCRS.

### **Annual Goals**

- Develop recommendations and help to implement all educational activities for the Asia-PAC Site Solutions Summit;
- Review and approve learning objectives for the Asia-PAC Site Solutions Summit;
- Assist with marketing efforts for the Asia-PAC Site Solutions Summit.

### **Charter Changes and Renewal**

Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the SCRS Leadership Council. The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the SRCS Leadership Council for approval.