



Our Voice | Our Community | Your Success

MEMBERSHIP COMMITTEE CHARTER

Purpose of the Committee

The Membership Committee has responsibility to provide guidance necessary to develop membership in SCRS and to help define the values and benefits of membership. This Committee is also charged with working to aid in increasing and maintaining SCRS membership.

Scope and Key Objectives

- Advise the SCRS Leadership Council on current membership policies and oversee programs for the recruitment and retention of members;
- Examine the reasons SCRS attracts and maintains members to assure that SCRS remains responsive to those issues;
- Continually add value to SCRS membership by identifying, implementing and marketing the exchange of ideas, networking and communication among members;
- Ensure members (and non-members) in the clinical research community are aware of the resources, services and membership benefits of SCRS;
- Provide oversight to assure relevant access to networking vehicles available to members such as the online community;
- Evaluate and revise the membership categories/criteria and the dues structure, as necessary;
- Provide guidance on the development of surveys and other research instruments that will help to evaluate members' needs, interests and opinions.

Organization and Governance

Meeting Schedule: The Membership 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 Membership 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 Membership 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 Membership 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 Membership 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 membership.

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

- Draft a strategic plan to incrementally increase global membership and retain current members;
- Identify and implement measurable tactics to address the goals of the membership recruitment and retention programs;
- Develop metrics to measure Membership Committee performance.

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 SCRS Leadership Council for approval.