



Our Voice | Our Community | Your Success

## PUBLIC POLICY COMMITTEE CHARTER

### **Purpose of the Committee**

The Public Policy Committee has responsibility to provide guidance and oversight for all SCRS activities that relate to governmental agencies and industry regulators, and to provide public comment on behalf of site members.

### **Scope and Key Objectives**

The Public Policy Committee will work collaboratively with relevant regulatory agencies and government entities to appropriately advance the interests of clinical research sites and promote broad-based public policy that supports Good Clinical Practice (GCP), subject-focused clinical excellence and an effective environment for clinical research sites. In order to accomplish these objectives, the Committee will:

- Provide guidance to the SCRS Leadership Council with regard to policy advocacy;
- Identify policy priorities and make policy agenda recommendations;
- Develop strategies for responding quickly and effectively to new issues;
- Monitor relevant governmental agencies for potential relevant policy decisions or changes;
- Determine the need for and recommend draft language of new position statements and/or other documents reflecting SCRS positions

### **Organization and Governance**

Meeting Schedule: The Public Policy 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.

### **Community Representation:**

- Consists of members who are active members of SCRS and assigned by SCRS leadership
- May have one or more representatives 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, however Committee members can engage other individuals from their organization to assist with work products.

### **Chair Responsibilities:**

The Public Policy 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. The Chair will have a position on the Global Site Solution Summit Planning Community.

### **Vice Chair Responsibilities:**

In the absence of the Chair, the Public Policy 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.

### **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 Public Policy.

### **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**

- Evaluate current SCRS policy and advocacy activities;
- Recommend new Public Policy offerings;
- Appropriately educate policy-makers about the societal benefits and continued advances in scientific progress made possible by clinical research, principal investigators and research sites;
- Develop strategies for engaging SCRS membership in policy advocacy activities.

### **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.