

CLINICAL RESEARCH FORUM BOARD OF DIRECTORS

Roles and Responsibilities

The Board of Directors is responsible for:

- Determining how the organization carries out its mission through long and short range planning and review
- Adopting an annual budget and providing fiscal oversight
- Recruiting, orienting and developing Board of Director members
- Evaluating its performance and the overall performance of the organization in achieving its mission
- Establishing policies for the effective management of the organization

Responsibilities of Directors

- Understand and promote the organization's mission
- Be familiar with the organization's programs and operations
- Be a working member of at least one committee/roundtable
- Attend Annual Meeting and Senior Leadership Meetings
- Assist in membership recruitment
- Advocacy
- Prepare for and participate in Board of Directors meetings and conference calls
- Identify any potential conflicts of interest

Financial and Resource Development Expectations

- Recruit sponsors for Forum special projects
- Promote new memberships from academia and industry

Time Demands

- Attend and actively participate in at least 50% of the monthly Board of Directors conference calls (1 hour conference calls)
- Participate in review/ranking of submissions for Top 10 Research awards
- Committee/roundtable work; participate in meetings and calls
- Planning retreats
- Attendance at events (annual meeting and awards dinner, senior leadership meetings, etc.)
- Participate in orientation for new Board members