



Society for Clinical Data Management  
DATA DRIVEN

## BOARD OF TRUSTEES FACT SHEET (2023)

An Annual Election shall be held among the SCDM Membership for selection of the Board of Trustees (BoT) each year. The following information will help provide answers to questions regarding; terms of service, qualifications, and expectations for those interested in serving the membership as an SCDM Board member.

### **Role of the Board of Trustees**

The role of the Board of Trustees includes the management of the affairs and business of the Society. These responsibilities extend to the governance of the Society, establishment of its policies, development and implementation of its strategic plan, organization of its administration, determination of its operation, authorization of its expenditures, board meeting attendance, and overall management of its affairs. The Board of Trustees may delegate its powers as it deems appropriate.

The affairs of the Society is governed by a nine (9) to twelve (12) member Board of Trustees (The Board), all of whom must be current members of the Society. The elected Board shall be comprised of a Chair, a Vice Chair, and a Secretary, collectively called The Officers and six (6) other Trustees. Up to three (3) additional Trustees, including a Treasurer may be appointed by the Board.

### **Qualifications**

Any current member of the Society shall be eligible, with his or her consent, to be a candidate for election to the Board of Trustees.

### **Terms of Service**

Terms of Trustees shall be staggered in such a manner that one-third (1/3) of the elected Trustees shall be replaced each year. Multiple individuals may neither be elected nor appointed to the Board from any one site of a corporation as of the time of the election or appointment.

The term of each elected Officer shall be one year. The term for each elected Trustee shall be three years. The terms of each appointed Trustee shall be two years. An appointed Trustee may run for an elected term upon completion of their appointment.



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The newly elected Trustees shall begin their term at the start of the next calendar year, and additionally are expected to attend the final face-to-face Board meeting of the election year as a non-voting member. The final face-to-face Board meeting is held in conjunction with the SCDM Annual Conference.

### **Election Process**

At least 60 days before the final face-to-face Board meeting of the calendar year, the list nominees shall be submitted in writing to the Nominating Committee. The final slate of candidates and appropriate ballots shall be sent to the Members at least thirty days before the final Board meeting of the calendar year. Election to the Board of Trustees is done by electronic ballot. SCDM will announce its new slate of candidates at the SCDM Annual Conference Business Meeting.

### **Expectations of Board Members**

#### Meetings

The Board of Trustees shall meet four (4) times per calendar year. At least one (1) meeting per year shall be face-to-face. Other meetings may be organized whenever appropriate or necessary.

#### Conference Calls

Conference calls and virtual meetings are held as needed.

#### Face-to-Face Meetings

BoT members meet face-to-face at least once a year.

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*Typically, the BoT shall meet in conjunction with SCDM's Annual Conference. This meeting provides an introduction to our newly elected board members, reviews the year's accomplishments, provides an opportunity to begin discussing new strategic goals and begins the budgetary discussion for the following year. SCDM will provide all food and beverage and materials for this meeting. Transportation and lodging are the responsibility of each board member.*

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### Attendance

SCDM Board members are expected to attend all conference calls (as needed) and face-to-face meetings. We do however understand that life presents itself with emergencies and situations that inhibit your participation. Due to advance hotel booking, BoT members will be expected to notify the SCDM headquarters within 72 hours prior to any face-to-face meeting of their need to cancel. SCDM in the past has made arrangements for board members to participate via teleconference if circumstance allows.

### Serving on Committees

Each Committee shall have a Board member assigned as a Board Liaison. The purpose of the Board Liaison will be to guide and advise the Committee Chair(s) as to the strategic direction of the board regarding the committee they serve. In turn, the Liaison will advise the Board on the implementation process of their respective committee as it relates to the goals and objectives of the SCDM. The Liaison is expected to participate in committee calls (only as needed) and report out committee progress at BoT meetings. The Board Liaison will also work with the Committee Chairs to identify and recruit committee members, ensure the development of a Committee charter and project plan (as needed).

### Time Commitment

The SCDM Board does most of its business virtually - via e-mail, file sharing programs and webinars. You can expect to spend a minimum of at least 1-3 hours per week of involvement with SCDM communications. This is critical to SCDM Board active participation.

### Orientation

Each new Board member will receive access to important resources for all SCDM committee and Board proceedings and pertinent documents. It is important to be thoroughly familiar with any information posted to the repository as it relates to Board and committee discussions.



## BOARD MEMBER ROLE DESCRIPTION

### TITLE:

Member of the SCDM Board of Trustees

### PURPOSE:

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### TERM:

A three year term (except when filling an unexpired term), subject to re-election.

### CRITERIA:

- Passion for advancing the discipline of data management
- Willing to be the Society's advocate to the industry: Promote the mission, goals and objectives of SCDM
- Leadership experience: Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board and its committees.
- Strategic planning experience: The ability to set priorities, focus energy and resources, strengthen operations, ensure all stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the Society's direction in response to a changing environment.
- Vision for SCDM future: Willingness to consider the future as an important dimension of management time and willingness to evaluate change or options.
- Emotional intelligence: Conscientious of how you are perceived by the membership as well as fellow Board members, and the effect your words and actions are likely to have on others.



- Principle-centered leadership: Committed to put the principles of SCDM’s Strategic Plan, its Core Values and the clinical data management profession interest, above the interests of any constituency and even above your own personal interests.

### **SKILLS & QUALIFICATIONS:**

#### **Excellence in:**

- Time management
- Communication
- Ability to work independently
- People management
- Financial/ budget oversight experience (3 years)

#### **Preferred Qualifications:**

- Current SCDM Member
- CCDM
- Data management experience for at least 10 years
- SCDM Committee/Task Force experience
- Ability to commit to Board meetings and travel
- Board experience