**POLICY**

It is the policy of the Upstate Carolina NCORP (UC-NCORP) to establish a Leadership Council to manage and have oversight of the UC-NCORP program and to ensure the appropriated grant funds are used to support the UC-NCORP program per the NIH grants policy statement guidelines.

**DEFINITIONS**

**Leadership Council** – The governance structure for Upstate Carolina Consortium is the Leadership Council. The council is a formal structure with a Chair, Secretary, and Finance Chair utilizing Robert’s Rules of order for the conduct of business. This structure is led by the Principal Investigators and includes membership to each of the affiliate sites including the Affiliate Responsible Investigator, Research Program Leads, Leader in Training, Affiliate Research Program managers, CCDR Coordinator, and Consortium staff. Each Affiliate Community Responsible Investigator(s) and Principal Investigator will have a vote on the leadership council. In the event of a dispute or a tie the Principal Investigators will be responsible for the resolution.

**Leader in Training** – UC-NCORP investigators who are beginning their careers in oncology (either ten years or less experience or an early or mid-career clinician in oncology) interested in becoming involved in the leadership aspect of UC-NCORP. An application process is implemented for interested investigators.

This Leader-In-Training program includes formal didactic training in human subject protection,

investigator responsibilities, FDA research regulations, and Good Clinical Practice. The Leader-In-

Training program provided education on NCI structure, regulations, research base programs, and grant

responsibilities. Each Leader-In-Training is assigned an experienced PI mentor and is given progressive

responsibilities within the Consortium and assigned a research base as the Consortium liaison.

**Quorum** – A quorum consists of a simple majority of 4 voting members.

**GUIDELINES**

* The Leadership Council will conduct monthly meetings with the exception of December and the month that NCORP annual meeting is held for a minimum of 10 virtual or face-to-face meetings for the purpose of conducting UC-NCORP business, provide updates on accruals, community issues or barriers, and other pertinent business.
* The Leadership Council meeting is open to all affiliate members. Any member interested in the operations of UC-NCORP is encouraged to attend.
* A Chair will be one of Multi-Principal Investigators who will be responsible for chairing the meeting and approving the agenda.
* A Finance Chair is responsible for reviewing the grant expenditures according to the approved budget and grant award. Will work with the Grant Manager for submission of any revised budgets, carryovers, and any additional requests. Non-budget expenditures over the amount of $1,000 will require leadership council approval.
* The Secretary is responsible for assuring leadership council motions and votes are accurately recorded and minutes are approved prior to distribution.
* The Administrator is responsible for the development of the agenda with input from Leadership Council members on topics to be discussed. Minutes are maintained following *Robert’s Rules of Order Guideline* of the meetings and kept in files at UC-NCORP Coordinating Center.
* All actions requiring voting of members must be stated as a Motion and requires a second Motion prior to a vote being called.
* The Leadership Council assists with the planning of the UC-NCORP business meetings. They may be asked to participate in presentations or panel discussions.
* The Leadership Council is responsible for the following activities:
	+ Conducting monthly meetings
	+ Monitoring CCDR portfolio and performance
	+ Monitoring monthly accruals and credits
	+ Developing specific trial recruitment strategies and communication plans
	+ Review of accruals based on service area and cancer case incidents to assure that underrepresented groups are included in the research program
	+ Supporting and enhancing CCDR capacity development at the affiliate sites
	+ Supporting the recommendations of the AYA Program Lead
	+ Reviewing recommendations from the Protocol Review Committee for opening studies
	+ Monitoring the Grant Financial reports
	+ Review of monitoring visit and audit results, approval of Corrective and Preventative Action Plans
	+ Supporting recommendations from Disparity Committee to enhance minority accruals
	+ Development of training for Investigators and CRPs
	+ Approving travel support for investigators and affiliate staff
	+ Reviewing monthly newsletter, website and social media content
	+ Approving policies and procedures for UC-NCORP
	+ Adherence to NCI Program Guidelines
	+ Development of annual meetings and training for the UC-NCORP members
	+ Reviewing Conflict of Interest and development of a management plan as required
	+ Annually reviewing aims and program goals, revise and submit to NCI with progress report

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| **Leadership Council Voting Members** |
| **Project Role** | **Council Role** | **Vote** |
| PI- Contact | Chair | \*No Vote |
| PI | Finance Chair | 1 |
| PI | Secretary | 1 |
| Affiliate Responsible Investigator | Member- BSSF | 1 |
| Affiliate Responsible Investigator | Member- BSSF | 1 |
| Affiliate Responsible Investigator | Member- AnMed | 1 |
| Affiliate Responsible Investigator | Member- AnMed | 1 |
| Voting structure is designed to give each Affiliate equal weight with 2 votes, \*Contact PI will only vote during a dispute or tie. |

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| **Members ( Non-Voting)** |
| **Project Role** | **Council Role** |
| Research Program Lead | Member |
| AYA Lead | Member |
| Leader in Training | Member |
| CCDR Coordinator | Member |
| Administrator | Member |
| Finance | Member |
| CRP | Member |
| CRP | Member |

**REFERENCES:**

Robert's Rules of Order Newly Revised In Brief, 2nd edition; [Henry M. III Robert](https://www.hachettebookgroup.com/contributor/henry-m-iii-robert/), Daniel H. Honemann, Thomas J. Balch, Daniel E. Seabold, Shmuel Gerber ISBN-13: 9780306820199

**ASSOCIATED FORMS:**

NA

**COMMITTEE APPROVAL:**

Policy and Procedure Committee