

## **FREQUENTLY ASKED QUESTIONS ON BOARD OF TRUSTEES**

### **What are my responsibilities as a board member?**

Board members are involved in a wide array of activities; here are a few you can expect to be involved in:

- Approve all ACCC participation in jointly sponsored meetings and symposia.
- Approve modification of the ACCC logo or letterhead.
- Sign a copy of the Antitrust Policy and Guide and submit it to the Executive office.
- Engage an auditor annually.
- Review the annual audit.
- Review budget at fall meeting.
- Review all projects and grants submitted in the name of the Association.
- Select an Annual Achievement Award winner and a Clinical Research Award winner.
- Sign and adhere to the principles detailed in the Standards of Conduct.
- Approve formation of Chapter members.
- Approve mailing list requests.
- Approve new membership applications.

### **How much travel will I have to do?**

The ACCC Board of Trustees meets four times in person and three times via conference calls each year. While board members are not expected to attend each meeting, the expectation is that they will participate in at least two in person meeting annually.

- Here's when and where the meetings take place:
  - once in conjunction with ACCC's National Oncology Conference (Fall)
  - twice in conjunction with ACCC's Annual National Meeting (Spring)
  - once in January for a Board-only meeting
- All Committee Chairs are invited to these meetings unless it is deemed 'closed.'
- The Executive Committee meets prior to each Board Meeting.

### **What activities are board members engaged in at each of these meetings?**

The board participates in a wide variety of activities at each meeting, as outlined below:

National Oncology Conference (takes place in September/October and is usually on the West Coast)

- Board Events:
  - Executive Committee Meeting
  - President's Welcome Reception
  - Industry Advisory Council/Board of Trustees luncheon
  - Reception: Board of Trustees and Innovator Award Winners

- Board Meeting
- In addition to its regular business, at this meeting the Board will also:
  - Review audit report from the past year
  - Review the budget for current year
  - Select the Annual Achievement Award and the David King Community Clinical Scientist Award winners

January Board Meeting (the location for this meeting is determined by the President and Meetings Department Staff)

- Board Events:
  - The Board of Trustees meets on Friday and continues Saturday morning if necessary.
  - Review of ACCC's Strategic Plan
  - In addition to its regular business, at this meeting the Board will also:
    - Slate candidates for the Nominating Committee
    - Select a Clinical Research Award winner
    - Give final approval to the Strategic Planning Document before it is presented to the House of Delegates at the Annual National Meeting

Annual National Meeting (takes place in March/April on the East Coast)

- Board Events:
  - Industry Advisory Council/Board of Trustees luncheon
  - Two Board meetings at this meeting – first is with current/outgoing board only and second is with outgoing and new board are invited.
  - Regular business at the First and Second Board meetings
  - House of Delegates Meeting
    - Introduction of New Board Members
    - Present Strategic Plan to Members
    - Voting if necessary

**Do I receive any reimbursement for my expenses?**

Yes! Board members are reimbursed as follows:

- For round trip, coach airfare for travel to Board meetings.
- Up to \$325\* in per diem for approved expenses (includes lodging, meals, ground transportation, parking and tips). The per diem is paid for EACH Board meeting attended in conjunction with the Spring and Fall National Meetings.
- At the January Board meeting the Board is reimbursed for round-trip coach airfare and up to two days per diem from the Board budget.

\* Per diem or actual expenses, whichever is less