

**MEMBER RESPONSIBILITIES – CHAIRPERSON**

<b>Title</b>	Chairperson
<b>Term</b>	2 years, renewable
<b>Responsibilities</b>	<p>In addition to the duties of IRB members, the Chairperson of the IRB assumes the following duties:</p> <p>Chairs convened meetings of the IRB.</p> <p>Reviews all submitted Investigator reports and determines if there is reason for full IRB review (Chair and/or designee). Performs or delegates expedited review of research applications and revisions.</p> <p>Review reports of serious or unexpected adverse events.</p> <p>Consult with Investigators as needed.</p> <p>Obtain continuing education germane to IRB responsibilities.</p> <p>Chairpersons are empowered to suspend the conduct of a clinical trial deemed to place individuals at unacceptable risk pending IRB review.</p> <p>The Chairperson may appoint a Co-chairperson to assist or act on behalf of the Chairperson in particular IRB matters and at IRB meetings, either as a general procedure, or on a case-by-case basis. The Chairperson also may delegate any of his/her responsibilities as appropriate to other qualified individual(s). Such documentation should be in writing.</p>
<b>Time Commitment</b>	IRB: Approximately 10-20 additional hours per month, depending on number of submissions.
<b>Other Requirements</b>	<p>The task of making the IRB a respected part of the institutional community will fall primarily on the shoulders of the Chairpersons. The IRB must be, and must be perceived to be, fair and impartial, immune from pressure either by the institution's administration, the Investigators whose protocols are brought before it, or other professional and nonprofessional sources.</p> <p>The following Financial relationships must be disclosed annually: any equity interests over \$10,000 to commercial entities that sponsor or conduct research in this institution; significant payments of other types, including honoraria, consultant fees received from commercial entities that sponsor or conduct research in this institution.</p> <p>A potential for a conflict of interest must be disclosed prior conducting a review of research. Conflicts of interest could include close personal or professional relationship to an Investigator; interest, financial or otherwise, in the outcome of the research.</p>
<b>Compensation</b>	None