

FPRN® Steering Committee Policy

A. Membership

Each Subgroup of the FPRN® shall have a Steering Committee, consisting of the following positions: Chair, Vice-Chair, Secretary/Treasurer, and Webmaster.

B. Term of Office

Terms are from the FPRN® in-person or virtual meeting following their election until their fellowship graduation (one or two years).

C. Elections

New Steering Committee members will be elected annually at the SGS FPRN® meeting as appropriate for those positions that will be opened by a graduating Steering Committee member. The number of fellows elected will equal the number of openings on the committee. To facilitate continuity, at least one Steering Committee member being elected in each year's election cycle must be in their first year of fellowship. Fellows are elected to the Steering Committee by anonymous vote of the current FPRN® Fellow Members and the Advisory Board members. Past FPRN® Steering Committee members will have the opportunity to serve as Advisory Board members after graduation.

D. Responsibilities

The responsibilities of the FPRN® Steering Committees include:

- a. Plan FPRN® meetings at SGS or the scientific meeting of the collaborating organization.
- b. Keep accurate record of projects funded, review and approve invoices and liaise with the SGS Executive Office Staff to request payment, prepare budget, and provide financial report at each meeting of the FPRN® Subgroup.
- c. Plan and coordinate calls for proposals and calls for Steering Committee applications with staff of the SGS Executive Office and collaborating organization.
- d. Lead process of reviewing and selecting proposals for presentation at SGS Annual Meeting and meeting of collaborating organization, in collaboration with Advisory Board.
- e. Coordinate Steering Committee election with SGS Executive Office Staff.
- f. Provide content updates for website to SGS Executive Office Staff following FPRN® meetings at the SGS Annual Meeting and the meeting of the collaborating organization.
- g. Communicate with the Advisory Board.
- h. Communicate with the FPRN® Fellow Members.
- i. Coordinate and monitor ongoing research projects, including progress toward goals and conflict resolution.
- j. Attend all FPRN® meetings pertinent to their subgroup.

E. Meetings

The Steering Committee will meet monthly through conference calls or as necessary. A quarterly conference call will be held with the Advisory Board and Principal Investigators to provide project updates and conduct other business as needed.