



## **EXECUTIVE COMMITTEE**

The Executive Committee is the executive arm of the Board of Directors, and consists of the President, President-Elect, Secretary, Treasurer, and Past-President (SCT Constitution Article V, Bylaws Article II Section 3).

### Duties and Responsibilities

As the Executive arm of the Society, the Executive Committee is responsible for coordination and oversight of all SCT activities, in particular those of the Standing Committees and the Secretariat (also known as the SCT Office/ Management Company). The Executive Committee meets regularly by conference call, with one or more representatives from the Secretariat present to facilitate communication and coordination with the Society leadership. The duties and responsibilities of the President, President-Elect, Secretary, Treasurer, and Past-President are described in Article I of the Bylaws.

## **NOMINATING COMMITTEE**

The Nominating Committee consists of seven voting members. Two members shall be members of the Board of Directors and three shall be appointed from the membership of the Society at large. The President and President-Elect are members by virtue of their office.

### Duties and Responsibilities

The Nominating Committee develops a slate of two nominees for President-Elect and two nominees for each available position on the Board of Directors, with the Chairperson taking primary responsibility. He/she works with the Secretariat to e-mail a solicitation for nominees from the membership at large, and to schedule a conference call to solicit nominations from the Committee members. (See Appendix A for sample solicitation e-mail.) A second call is scheduled to review all nominations that were submitted. In selecting the nominees for further consideration, particular attention should be paid to obtaining balance among disciplines (clinician, statistician, clinic coordinator, data manager, programmer, etc.), geography (US and International), source of employment (government, academia, industry), and gender, in order to provide broad representation from the Society membership. Although it may not be possible to achieve balance in all of these factors each year, the Committee should remain conscious of this goal. Replacement nominees also should be chosen, in case the first choice candidates decline the nomination.

Once the list of nominees has been developed, the Chairperson is responsible for contacting each nominee to ascertain his or her willingness to stand as a candidate and to serve if elected. If necessary, the replacement nominees are selected and contacted. The Chairperson also asks each nominee to prepare a brief, one to two paragraph description of his or her background and experience (biographical sketch or biosketch), and send a digital photograph (headshot only), for inclusion with the ballot. Each nominee should be informed that excessively long biosketches will be shortened by the Chairperson of the Nominating Committee. The Chairperson reviews and edits the biosketches, if necessary, in consultation with the nominee(s). The final ballot and candidate biosketches are then submitted by the Chair to the President and Secretariat.

The voting process is conducted through the online voting module available in the Members Section of the SCT website. The Secretariat is responsible for setting up the online ballot with links to biosketches and photos of the candidates, and e-mailing all current members a link to the voting materials informing them of the open and close dates for voting. At least one reminder to vote is usually sent. The Secretariat compiles the voting results after the election has closed.

### Timing



In order to meet the Bylaws deadline, the Committee must have a near-final list of candidates by mid-January, plus a few alternates in case one or more potential candidates do not wish to stand for election.

The Committee must submit the list of candidates who have agreed to run to the Secretariat at least 90 days prior to the Annual meeting. As the Annual meeting is usually held in mid-May, this task must be completed prior to February 15th. Per Article VI, Section 3 of the Bylaws, the election must remain open for a period of no less than 30 days.

The candidates shall be informed of the results by the President prior to announcement in the Newsletter. The official announcement of election results is made by the President at the Annual Business meeting.

### **STANDING COMMITTEES**

In addition to the Executive and Nominating Committees, the SCT has 8 Standing Committees.

SCT Standing Committees:

1. David Sackett Trial of the Year
2. Development
3. Education
4. Fellows
5. Membership
6. Program
7. Student Scholarship
8. Communications

Term of office is one year and is renewable. The President shall designate the Chair of each committee, who shall select the committee members for that term in consultation with the President. The President is a voting member of all Committees. Terms shall begin at the end of each Annual Meeting. All Committee members shall be members in good standing of the Society.

In June, the SCT Secretariat sends to the new committee chairs a list of SCT members who indicated interest in participating in each respective committee. If committee interest collected in post-meeting surveys is available, this also is provided to the chair. Each Standing Committee Chair is then responsible for enlisting members to his/her committee.

Once the chair confirms the committee roster for the upcoming activity year, database records are updated by the Secretariat. The web listing will automatically reflect the updated roster when the database is updated.

Each Standing Committee organizes and meets, usually by telephone, as soon after the Annual Meeting as is practical. The Committee Chair works with the committee members to decide on a meeting schedule, and relays this information to the Secretariat so that it may reserve the conference line, provide the dial-in information, and add the calls to the SCT Outlook calendar. The members of the Committee select among themselves a secretary to keep a record of the proceedings of the Committee. The Chair of each Committee makes a report of the proceedings of his/her Committee to the President on request and at least annually, usually in April, prior to the Annual Meeting.

Committee members must be current SCT members. When updating committee members' database records, their membership status will be apparent to the Secretariat, who will inform the Chair of anyone whose membership has



lapsed, and contact the member to inform him/her that his/her membership must be renewed prior to official committee appointment.

## **STANDING COMMITTEE DESCRIPTION AND OPERATIONS**

### **DAVID SACKETT TRIAL OF THE YEAR COMMITTEE**

The purpose of the David Sackett Trial of the Year (TOTY) Committee is to solicit nominations, review nominated trials, and select a winner for the award. In October, a solicitation for nominations is sent to the editor of Clinical Trials, and possibly to other professional journals, for inclusion in the journal. The solicitation for nominations also is posted on the SCT website, and sent to current and past members. The solicitation to current and past members is re-sent in December, and again in January, just prior to the deadline for nomination submission. Nominations and accompanying materials are directed to the Committee Chair. A sample nomination solicitation is included as Appendix B.

The review of nominated trials is divided into two stages. Stage 1 is handled similarly to an NIH grant review. It is not expected that every trial be read in detail by every committee member, although this is of course welcomed. Each member is assigned to read up to 4 trials and nominations carefully and write a (brief) review of high and low points in the “comments” section of the electronic scoring form. At least the abstract of the other nominated trials also should be read. Comments should be brief, e.g. “innovative” or “exciting” topic, “sound but dull”, “innovative way to handle missing data”. A conference call is held to select two to three finalists. In Stage 2, the finalist trials are reviewed by all committee members, and a conference call is held to select a winner.

#### **Nomination Review: Stage 1**

- Each committee member receives reading assignments, including all abstracts.
- Each trial is carefully read by 3 people.
- Committee members enter scores/comments on electronic scoring form.
- A conference call is held to choose 2-3 finalists.

#### **Nomination Review: Stage 2**

- All members read the 2-3 finalist trials carefully.
- A conference call is held to determine the winner.
- The author(s) of the winning trial are notified by the Committee Chair and invited to present their work at a special session of the upcoming SCT Annual Meeting. The nominators of the trials not selected for TOTY are notified by the Committee Chair and thanked for submitting a nomination. In the case that the winning trial author(s) decline to present, a replacement may be selected.

#### **Timing:**

- Stage 1 ballots are due in early February, and the first conference call is scheduled for the week after ballots are due.



- The Stage 2 (final) reading of 2-3 finalist trials occurs in the following week and the final conference call occurs around the first or second week of March.
- The winner(s) are notified as soon as possible following selection so they can make plans to attend the Award Ceremony at the SCT Annual Meeting.

#### **DEVELOPMENT COMMITTEE**

The purpose of the Development Committee is to raise funds, consistent with the professional integrity of the Society, to support educational and program goals.

- The Chair requests the Secretariat to provide a list of past corporate and institutional donors, their contact person, contact person's e-mail address and phone number, and an indication whether the donated funds were designated for a specific purpose or unrestricted.
- The Committee works to identify additional prospective donors and the appropriate contact within the donor organization.

Past and prospective donors are contacted by the Chair (or a Committee member), taking into account that the donor contact may be more open to a personal solicitation for a donation from a current or former colleague or friend. A sample solicitation that can be sent by e-mail is included in Appendix C. It is suggested this be followed up with a personal phone call.

#### **EDUCATION COMMITTEE**

The Education Committee is responsible for soliciting, reviewing, and coordinating the SCT Annual Conference Workshops (held in conjunction with the SCT Annual Meeting), and the SCT Webinars, held quarterly.

- Committee activity commences in August with review and comment on the Call for Pre-Conference or In-Conference Workshop submissions. The Call for workshop submissions generally is sent to the Membership-at-Large in September, along with the call for abstracts and invited sessions.
- The Committee Chair distributes workshop proposals to the committee members upon receipt or soon after the workshop proposal deadline. The selection process starts in early October, with regular conference calls continuing until mid-December.
- The final list of workshop offerings must be confirmed by December, as the workshop titles and timeslots must be available prior to setting up meeting registration.
- Final workshop descriptions must be prepared by mid-January for inclusion in the preliminary program. The workshop abstract template is as follows:
  - Description
  - Target Audience
  - Goals
  - Workshop Organizer(s)
  - Faculty



- A report of workshop registration by week is compiled by the Secretariat and sent to the committee monthly after registration opens.
- Webinar planning is the responsibility of the Co-chair and begins in **early September**. Webinars need to be finalized by **early January** for the ensuing year so that announcements can go out.

### **FELLOWS COMMITTEE**

The purpose of the Fellows Committee is to solicit nominations, review nominees, and select recipients for the award. Members of the Fellows Committee are Fellows themselves.

### **Established SCT Criteria for Fellow**

The following criteria and processes have been established by the Society for fellowship.

1. **Eligibility:** The nominee must have been a member of SCT for at least 5 of the last 10 years or a total of at least 10 years. Current officers of the Society (President, President-elect, Past President, Secretary and Treasurer) are not eligible until their terms expire.
2. **Evaluation Criteria:** A Fellows Selection Committee will be established to evaluate each candidate on the basis of his or her contributions to the advancement of clinical trials in one or more of the following areas:
  - Methodological development
  - Trial coordination, conduct or leadership
  - Education
  - Ethics
  - Information technology, data management or data quality
  - Promoting a better understanding by the general public of the importance of randomized clinical trials
  - Service to the Society
3. **Nomination and Selection Process:** Any member of the Society in good standing may nominate a fellow candidate and should provide 3-5 letters of support of the nomination from qualified individuals to the Fellows Selection Committee, preferably at least two letters from members of institutions or organizations other than the candidate's [see Appendix D]. The Committee will evaluate each candidate's individual contributions to the advancement of clinical trials. The Committee may propose no more than 0.5% of the current membership (up to a maximum of 15) in any one year to the President and Board of Directors for final approval, except as noted by the grandfather provisions. An individual may be nominated for Fellow only 3 times in any 10 year period. Only individuals for whom a complete nomination package is received will be considered as having been nominated.

### **Determination of the SCT Fellows Selection Committee Chair and Members**

The Chair of the Fellows Selection Committee is appointed by the President of SCT. For continuity, the Chair should be someone who has served on a prior Fellows Selection Committee, ideally the most recent Committee.

Upon appointment the Chair proposes members of the Fellowship Selection Committee to the President for approval. While there is no ideal size for the Committee, membership has generally consisted of at least eight fellows not including the Chair. The Committee should be broadly representative of the membership of the Society and represent diverse areas of expertise. Members of the Fellows Committee must be fellows themselves.



### **Duties of the Chair**

1. Propose members of the Committee to the President for approval.
2. Obtain nomination packages for those nominated but not selected for fellow in the prior year. The original nominator should be asked to contact the nominee to determine whether he/she wishes to be considered again for the current year. The nominee should also be made aware of the restriction of a maximum of 3 nominations in any 10 year period. If the nominee wishes to be reconsidered, the prior nomination package may be used; or, if the nominee has made significant additional contributions to the advancement of clinical trials since the original nomination package was submitted, the nominator may submit an updated package. Prepare an announcement calling for nominations for fellow for the SCT fall newsletter that includes the criteria for fellowship, content of nomination packages, and the submission due date for nominations packages to be submitted to the SCT office (See Appendix D). The SCT office will forward all nomination packages received to the Chair.
3. Prepare agendas and schedule conference calls of the Committee via the SCT office.
4. Acquire from the SCT office a list of members meeting the membership eligibility criteria for fellow.
5. Circulate nomination packages to the Committee, along with a scoring sheet to rate each candidate.
6. Tabulate and circulate scores to the Committee for discussion on a conference call arranged by the Chair to select a slate of candidates.
7. Present the slate of candidates to the Board of Directors for their approval (usually at the first meeting of the calendar year).
8. Oversee the preparation of citations for new fellows.
9. Notify those selected and not selected for fellow.
10. Work with the SCT office to arrange the presentation of fellows at the annual meeting.
11. Present the slate of fellows at the annual meeting.

### **Duties of the Committee Members**

1. Participate in conference calls.
2. Nominate candidates and prepare their nomination packages.
3. Review all nomination packages, rate candidates and participate in selecting a slate of candidates.
4. Prepare citations for nominated and selected candidates for fellow.

### **Committee Activities**

The activities of Committee can be completed by conference call, normally in three to four calls held over a three to four month time period. The activities are summarized in a timeline presented in Appendix D.

A summary of Committee activities during and between calls is:

#### First call (end of summer)

- Establish operating procedures and the frequency of calls.
- Discuss potentially eligible candidates, including those not selected from the prior year. Because some candidates may have been nominated more than once and not selected, it is recommended that the Committee consider them without asking the individuals if they wish to be nominated for fellow again – this is to avoid any further discomfort to the individuals if they are not selected as fellow again.

#### Second call (mid-fall)



- Develop a slate of prospective candidates that are nominated by Committee members. Because historically few nominations have come from the membership at large, developing a slate of worthy candidates may be a major Committee function.

#### Activities between the second and third call

- Nominators contact their prospective candidates to solicit their interest in being nominated for fellow.
- Nominators prepare and distribute nomination packages (CV and 3-5 letters of support, one of which can be from the nominator) for their interested candidates to the Committee members at least one week prior to the next call. Nominators are responsible for preparing the nomination packages, not the nominees.
- Chair circulates nomination packages from the membership at large along with a scoring sheet to rate each candidate. Chair ensures that all nomination packages have been distributed.
- Committee members rate each candidate (e.g., 1 (highest) to 9 (lowest) similar to the NIH scoring system) and submit their scores to only the Chair.
- Chair tabulates and circulates scores to the Committee prior to the next call.

#### Third call (prior to end of the year)

- Select a final slate of candidates for fellow based on a review and discussion of the candidates and their scores. Decisions about fellowship should be reached by consensus. Note that no more than 0.5% of the current membership (up to a maximum of 15) can be selected as fellow.

#### Activities after the last call

- Chair notifies the President of the completion of the fellows' selection process.
- Chair arranges with the President to present the slate of candidates to the Board of Directors for approval on an upcoming Board call.
- President requests Board to approve the slate of candidates in a confidential email to the President. Note: some Board members may be nominated as fellows and will first learn of their selection on the Board call. They must be instructed to approve candidates other than themselves.
- After Board approval, the Chair notifies both those selected and not selected as fellow with a copy to the nominator. The Chair ascertains from those selected as fellow whether or not they will be attending the annual meeting.
- Nominators then prepare and submit citations for their candidates to the Chair.
- Chair collates citations, ensuring uniformity and consistency of language, and submits them to the President and SCT office.
- Chair assists the SCT office in preparing for the fellows awards ceremony at the annual meeting.
- Chair prepares a written summary of the Committee selection process and deliberations for the Board.

#### **Conflict of Interest (COI)**

Current members of the Fellows Committee are permitted to nominate candidates for fellow and/or write letters of support. They may also actively recruit nominations for individuals who they think would be competitive for the award. However, committee members who nominate a candidate or write a letter of support should be recused from discussion and voting on that candidate.

Committee members who have a perceived conflict of interest (COI) with a particular candidate's nomination should disclose the conflict as early as possible to the Committee Chair or full committee. Perceived conflicts include but are not limited to belonging to the same organization, being collaborators, co-authors on papers, or having an advisor-advisee relationship. If the committee deems that a COI exists, the committee member should be recused from discussion and voting on the nominee.



### **Preparation of Citations for Fellows**

A responsibility of the Chair of the Fellowship Committee is to ensure that the language for the citations is uniform and consistent among the fellows. Citations that simply reiterate the criteria should be avoided, such as “For outstanding methodological development; trial coordination, conduct and leadership; and service to the Society.” Whenever possible, examples that fulfill each criterion should be given. Some examples of recent citations (names withheld) by area of expertise are:

Biostatistician/Statistician: For important contributions to the statistical methodology for the design and analysis of clinical trials, particularly in cancer and aging; for leadership in clinical trial coordination and conduct at the University of Wisconsin Comprehensive Cancer Center; for national leadership on numerous DSMBs and advisory committees, including NIH and FDA; and for distinguished service to the Society.

Clinician/Physician: For contributions to the advancement of clinical trials as an ambassador to the emergency medicine scientific community; for methodology development; for trial coordination, conduct and leadership; for education; and for service to the Society.

Informatician/Computer Programmer: For leading the development of innovative computerized data management systems for many major clinical trials; for educating and mentoring generations of programmers and trialists; and for providing extensive and longstanding service to the Society, including membership on its Board of Directors and other Society committees and scientific panels.

Project Coordinator/Manager: For outstanding leadership over the past 30 years as Director of the Data Coordinating Center for the landmark *Diabetes Control and Complications Trial* (DCCT), and its long-term follow-up study of the *Epidemiology of Diabetes Interventions and its Complications* (EDIC); for leadership of other important studies including the *Optic Neuritis Treatment Trial*; for service as an advisor to the National Institutes of Health, particularly the National Eye Institute; and for service to the Society.

### **Additional Considerations**

The fellowship eligibility requirement states that a nominee must have been “a member of SCT for at least 5 of the last 10 years or a total of at least 10 years.” Because the SCT membership records are not always accurate, establishing the eligibility requirement can be difficult to determine by the Fellowship Selection Committee. Thus, some consideration for fellowship should be given to those individuals who have been SCT members in the past and are also recognized leaders in the field.

### **MEMBERSHIP COMMITTEE**

The Membership Committee shall consist of not more than nine voting members. The President, President-Elect and Secretary are voting members.

### **Duties and Responsibilities**

The duties and responsibilities of the Membership Committee are as follows:

1. Sustain and augment the Society's membership by recruitment of new members who will advance the cause and aims of the Society.





2. Monitor the size of the Society's membership and its distribution by specialty, geographic location and socio-demographic characteristics to develop strategies to promote membership by individuals in specific areas and to report on current status to the Board of Directors.
3. Publicize the Society by such means as advertisements or announcements in appropriate professional journals, prepare and distribute documents describing the activities of the Society to appropriate individuals or professional organizations, etc.
4. Propose policies and procedures to the Board of Directors, which could be expected to enhance membership in the Society (e.g., dues, applications, programs).

### **PROGRAM COMMITTEE**

The Program Committee shall consist of no more than 15 voting members. The President and President-Elect are voting members.

#### **Duties and Responsibilities**

The Program Committee formulates the program for the Annual Meeting. It must convene soon after appointment to develop and outline the program, publish the request for abstracts and make necessary arrangements for review of abstracts to select for presentation as contributed papers or posters.

#### **Schedule of Activities**

The schedule of Program Committee activities is described below.

**July:** First Program Committee Meeting. Form committees for speaker selection, plenary sessions and workshops. The Secretariat and staff are responsible for proposing suggestions covering the options for social activities, the other duties being split up amongst the Program Committee members. Announce meeting in professional journals. Prepare the call for abstracts, and invited session proposals. The call for workshops is obtained from the Education Committee for incorporation into the call for abstracts and invited sessions. The call is submitted to professional journals. Invited session and workshop proposals are typically due by mid-October, while abstracts are due by early December.

**August:** Call for abstracts, invited session proposals, and workshops is sent to Society members via email and posted online.

**October:** Plenary Session and Workshop proposals are reviewed and selections for inclusion in the program are made. The organizers of the plenary session and workshop proposals are informed regarding acceptance or rejection of their proposals and thanked for their submission.

**December:** Begin drafting a Preliminary Program. The Chairman of the Program Committee works out a rough version of the Program. The agenda for the meeting should be decided, at least tentatively, with time slots assigned to the special events such as the banquet and the invited address(es) as well as the plenary sessions, contributed paper sessions, poster sessions, and workshops.

**December 1-3:** Abstract deadline.

**January:** Abstract evaluation scores sent to Chairman. All abstracts received by the secretariat by the deadline are sent to the full committee for review. A few committee members are designated to select which contributed abstracts will be



included in the program; these decisions are based on a summary of the evaluation scores. Any special written comments are sent to the Chairman of the sub-Selection Committee, to be taken into consideration when the final selections are made.

**February:** Obtain final workshop abstracts from the Education Committee. Provide preliminary program content to the Secretariat – this includes Invited Sessions descriptions, and titles of contributed paper sessions, and schedule outline. The Program Committee Chairman provides the Secretariat with the latest version of the program. Letters of acceptance and rejections mailed to authors of submitted abstracts. Secretariat posts registration information on the SCT website, opens online registration, and mails promotional flyers to SCT members.

**March:** Moderators of contributed paper sessions are selected. Members of the Program Committee are asked to submit to the Chair any suggestions they have for people who might be able and willing to moderate contributed paper session. The choices should not include members of the Program Committee. The members should be held in reserve should they be needed to fill in for a missing moderator at the last minute.

**April:** Final program completed.

**May:** Annual Meeting.

**June:** Moderators thanked.

#### Guidelines for Reimbursement of Speakers

The Society for Clinical Trials has not paid speakers fees except in a few instances for keynote addresses. Travel expenses and registration costs for speakers at Plenary Sessions or Workshops have generally been paid only for speakers who are not members of the Society for Clinical Trials, although membership does not preclude reimbursement. Each year the Education and Program Committee Chairs are advised by the President of the budget available for the Annual Meeting.

#### STUDENT SCHOLARSHIP COMMITTEE

The Student Scholarship Committee is composed of the Chair and four to six members. Every attempt should be made to maintain a multidisciplinary scope among the members of the Committee.

The mission of the Committee is to enhance the participation of students in order to broaden the Society's membership base. The overall scope of the Committee is to review abstracts, manuscripts, and presentations submitted by students to the annual meeting. To this end, the SCT sponsors the Thomas C. Chalmers Student Scholarship and the Sylvan Green Award each year.

For the Chalmers Student Scholarship, students are invited to submit an abstract and short manuscript for presentation at a student scholarship session to be held during the SCT Annual Meeting. Any student enrolled in a degree program at an accredited college or university or post-doctoral fellow is eligible. From the submissions, 3 students (or fellows) are chosen as Thomas C. Chalmers Student Scholarship Finalists, and receive a travel award to present their work at the Student Scholarship session. Following the session, the Committee selects a winner for the Thomas C. Chalmers Award, which comes with a cash prize.

The Sylvan Green Award is made to a physician or dentist involved in clinical trials or epidemiological studies. Prospective candidates are invited to submit a paper on a clinical-trial related issue, such as study design, data analysis



method, meta-analysis, trial management, or history of clinical trials. One recipient is selected for the award each year, and invited to present his/her work at the Annual Meeting.

The specific responsibilities and timetable of operations for the Chair and the Committee are as follows:

1. The Chair interacts with the Program Committee to ensure proper coordination of the student program at the annual meeting.
2. The Chair or a designated Committee member prepares an announcement of the student scholarship competition for distribution with other annual meeting materials.
3. The Committee organizes publicity to maximize the population of potential student contributors.
4. The chair will receive from the Secretariat's office in early January all the abstracts and short manuscripts submitted by the student contributors for the Chalmers Scholarship, and papers submitted for the Sylvan Green Award. These will then be distributed to the Committee for review. Student status of each individual submitting an abstract for the Student Scholarship Program is verified. For this purpose, each student is to submit documentation of enrollment in a degree program.
5. The chairman is to notify Committee members, Program Chairperson, and Society Secretariat of abstracts selected for the annual meeting in May.
6. All students are notified in writing, both those accepted and those rejected, of the outcome of the Committee's review by the Chair. The winner of the Sylvan Green award also is notified by the Chair. Rejected candidates are invited to present a poster describing their work, although meeting expenses are not covered by the Society.
7. A full manuscript from students who have submitted accepted abstracts is requested along with the notification of abstract acceptance. The manuscript is to be submitted at least three weeks prior to annual meeting.
8. The Chair distributes copies of manuscripts to Committee members at least two weeks prior to annual meeting in preparation for judging student presentations.
9. The Student Scholarship session at the annual meeting is held.
10. Immediately following Student Scholarship session at the annual meeting, a meeting of all Committee members in attendance is held to determine the winner of the Thomas C. Chalmers award.
11. The winner of the Chalmers Award is notified by the Chair. All Chalmers scholarship recipients and the Sylvan Green awardee are announced at the annual business meeting or at a plenary session of the annual meeting. The Chair should inform them to be present at these sessions, if at all possible, to be acknowledged by the members in attendance for their accomplishment.
12. The Chair acts as liaison with the *Clinical Trials* editor to have both the winning and other accepted student manuscripts reviewed for possible publication.
13. The Chair presents a Committee report at annual meeting of the Board of Directors.

#### **COMMUNICATIONS COMMITTEE**

The Communications Committee is composed of a Chairperson and at least three vice chairs, one responsible for the Society website, one for social media activities, and one for the Society newsletter. The mission of the Communications Committee is to administer policy and standard operating procedures for the SCT website, to promote awareness of the Society through social media, provide public comment (including responses to queries from journalists) regarding clinical trial issues, and inform the membership-at-large of Society activities via the newsletter.

#### **Duties and Responsibilities**



Website: The SCT website should provide a service to the membership by identifying meetings, seminars, and other items of potential interest to members. Often this will involve providing links at the SCT site to other sites, not managed by SCT. The minimal criteria for allowing such links are as follows:

1. The site should have clear relevance to the mission of the Society.
2. The site should have value for a significant percentage of Society members.
3. The linkage should have minimal impact on the Society's finances.

The assessment of these items will be carried out by the Communications Committee. Policy changes need to be approved by the Board of Directors. Standard Operating Procedures for approving and posting requests for advertisement of meetings, conferences, books, etc. not sponsored by the SCT on the SCT website are as follows:

1. The Communications Committee Chair, with the advice and consent of the President, will determine whether a request meets the three policy criteria above.
2. A consensus of the voting members of the Communications Committee is required for recommendation of approval to the President.
3. Approval will be based on the consideration of several items, including but not limited to:
  - Receipt of a discount for SCT members who attend the meeting (if applicable).
  - Purchase of the SCT mailing list (if applicable).
  - Equitable exchange of resources, such as posting SCT informational materials on the requestor's website and/or placement of the SCT brochure in the meeting materials/packet.
  - Approved requests will be posted on the SCT website under the following conditions:
    - a) Commercial postings will be listed separately from non-commercial postings.
    - b) Commercial postings will state that they are being listed for the benefit of members but the Society does not endorse or promote the venture.
    - c) Information about SCT posted on another website will not contain the SCT logo

#### *Social Media:*

The SCT Social Media coordinator is responsible for ensuring a presence of the Society on social media.

#### *Newsletter:*

The main purpose of the Newsletter is to inform the Society membership-at-large of Society activities. Other topics of interest to the broad clinical trials community may also be covered.

1. The Newsletter Committee is a subcommittee of the Communications Committee.
2. The Newsletter editor will be chosen by the SCT President for a term of 1 year, with renewal allowed at the President's discretion.
3. The newsletter will be issued monthly, with a maximum of 10 issues per year, skipping December and one of the summer months.
4. The editor will be responsible for creating a committee to write and gather articles for the newsletter.
5. The editor will make the final recommendation of articles for the newsletter, obtaining the approval of the SCT President.
6. The President will write a lead column for each newsletter, but can delegate this to the Newsletter Editor or to another person on the SCT Executive Committee.
7. Material for the newsletter will be forwarded by the Editor to staff at the Secretariat, who will format the newsletter and send it to the Editor for final approval.
8. The recommended date to get a draft of the newsletter to the Secretariat is the middle of the month, with a goal of final distribution within a week.



9. Upon approval by the Editor, staff at the Secretariat will distribute the newsletter via e-mail to the wide e-mail list (not restricted to current members).
10. The newsletter will be formatted so that people can click a link to read an individual article, or can download the entire newsletter in PDF format.



**Appendix A. Solicitation for Nominations for SCT President and Board of Directors**

From: [Name], Chair, SCT Nominating Committee

To: SCT Members-at-Large

We are soliciting nominees for President-elect and members of the Board of Directors (three).

Please let us know of anyone that you would recommend as a possible candidate. If you, yourself, are interested in serving the Society in either of these roles, please do not hesitate to put your name forward. The Nominating Committee will consider all proposed candidates and, from the list of willing nominees, select a slate of candidates for the ballot. This year, the Nominating Committee consists of (President), [Name] (President-elect), [Name] (Board member), [Name] (Board member), [Name] (Member at large), [Name] (Member at large), and [Name] (Member at large appointed as Chair by President).

To qualify as a candidate, the person should be:

1. a member of the Society, preferably one who is or has recently been an active participant in SCT activities and/or committees, and
2. someone who is well respected in their area of clinical trials, whether it be in information technology, patient care, statistics, project management, regulatory affairs, epidemiology, laboratory sciences, or any of the other disciplines that are important to the planning, conduct, analysis, interpretation and reporting of good clinical trials.

Please contact [Name] ([\[e-mail address\]](#)) with your nominations by January 15, 20xx.



**Appendix B. Solicitation for Trial of the Year Nominations**

## **Call For The David Sackett Trial Of The Year Nominations**

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We Are Accepting Nominations For The Trial Of The Year 20xx!

Each year The Society for Clinical Trials presents an award to the randomized clinical trial published (either electronically or in print) in the previous year (20xx in this case) that best fulfills the following standards:

- It improves the lot of humankind.
  - It provides the basis for a substantial, beneficial change in health care.
  - It reflects expertise in subject matter, excellence in methodology, and concern for study participants.
  - It overcame obstacles in implementation.
  - The presentation of its design, execution, and results is a model of clarity and intellectual soundness.
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### ***Nominations Due By: February 1, 20xx***

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The award will be presented at the xxth SCT Annual Meeting, May xx-xx, 20xx, in [meeting location].

To nominate the trial that you think best meets these standards, please send the required items below via email to [\[Name\]](#) ([\[e-mail address\]](#)), Chair of the David Sackett Trial of The Year Committee:

- The full citation(s)
- A letter outlining how the trial meets each standard
- Other comments regarding why the trial deserves the award.

The trial must be closed to patient follow-up and have been published in print or electronically in the calendar year 20xx.

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The SCT 20xx Trial of the Year was [TITLE] [REF].

Click [here](#) to read more about the past Trial of the Year recipients.

<http://www.sctweb.org/public/about/toty.cfm>



## Appendix C. SCT Donation Solicitation Letter

Dear [Company contact],

On behalf of the Development Committee and the Board of Directors of the Society for Clinical Trials (SCT), I would like to thank you for the continuing support your institution provides to the Society. I am writing to invite your institution to participate in the activities of the SCT and to become a sponsor of the Society for 20xx.

As you know, the Society for Clinical Trials is an international professional organization dedicated to the development and dissemination of knowledge about the design, conduct and analysis of clinical trials and related health care research methodologies, to the training of clinical trial professionals, and to the promotion of advances in the science of clinical trials.

The Society holds annual meetings to provide a forum for discussion of statistical, data management, computing, regulatory, ethical, and site management issues arising from the design, organization, operation, analysis and reporting of clinical trials. In addition, the Society holds regular educational webinars on various current topics of interest to members of the Society.

The Society also sponsors multidisciplinary workshops, bringing together thought leaders from industry, the FDA and other government agencies, academia, and patient groups for engaging in open discussions on recent innovations in the science and practice of clinical trials.

Financial support from your organization will assist us in sustaining activities like these. Six General Society Support Sponsorship levels and their benefits for supporting the annual meeting's scientific activities are [available](#). We offer an online [registration form](#) for year-round corporate sponsors. Sponsors are acknowledged in a variety of ways and highlighted in the Onsite Program of our Annual Meeting, on the [Society's official website](#), and in *Clinical Trials*, the official journal of the Society.

We look forward to seeing you at our annual meeting and value your participation in other activities of the Society. Your involvement and financial support are vital to help strengthen the Society so we can achieve our mission. Please feel free to contact me with any questions.

Sincerely,

[Name]

Chair, Development Committee  
Society for Clinical Trials





## Appendix D. Sample Materials for Fellows Committee

### Call for Fellows Nominations

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## Call For 20xx Fellow Nominations!

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*Nominations Due By: December 3rd*

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The Society for Clinical Trials established the title of "Fellow of the Society for Clinical Trials (FSCT)" in 2005 to honor Society members who have made significant contributions to the advancement of clinical trials and to the Society. This title is granted to a number of Society members each year at the Annual Meeting.

Nominations for the Class of 20xx are currently being accepted. Any member of the Society may nominate a candidate, and Fellows are encouraged to nominate candidates.

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### Who May be Nominated

Candidates must have been an SCT member for at least five of the last 10 years or for a total of at least 10 years. Each nominee will be evaluated by the SCT Fellows Committee on the basis of contributions to the advancement of clinical trials in one or more of the following areas:

- \* Methodologic development
  - \* Trials coordination, conduct, or leadership of individual clinical trials
  - \* Education
  - \* Ethics
  - \* Information technology, data management, or data quality
  - \* Promotion of a better understanding by the general public of the importance of randomized clinical trials
  - \* Service to the Society
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If you know someone who meets these qualifications and is deserving of this particular Society honor, please follow this three-part process:

1. Check with the [SCT office](#) to confirm the eligibility of your intended nominee.
  2. Email the Fellow Nomination Committee Chair, [\[Name\]](#) with the name of your intended nominee.
  3. Prepare a Nomination Packet and send it to the [SCT office](#).
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[Your nomination package should include:](#)

1. Candidate's current curriculum vitae (CV)
2. Three or more letters of support from individuals qualified to describe the candidate's contributions. (At least two of the letters should be from individuals at an institution, agency, or organization other than that of the candidate.)

Please note that the nominator may request the candidate to provide a current CV, however it is the nominator's (not the nominee's) role to request the letters of recommendation and to prepare a cover letter (if they are not one of the authors of one of the letters of recommendation to document meeting the criteria).

Please visit the [SCT website](#) for complete nomination submission details and mailing address.

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Selected Fellows will be notified in February 20xx.

The Class of 20xx Fellows will be announced and honored at the [SCT xxth Annual Meeting, May xx - xx, 20xx, in \[meeting location\]](#).

## **Timeline of Fellows Committee Activities**

