

## **Public Policy Committee Charter May 2019**

The Public Policy Committee is not a Standing Committee. The chair is appointed by the ACCP Incoming President every two years with the change in administration. The ACCP ByLaws (Article VII, Section 3g) indicate that the Board of Regents shall “confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article XI, Section 2a of the ByLaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

The main purpose of the Public Policy Committee is to become the recognized “Voice of Influence” in clinical pharmacology by increasing visibility and professional recognition among colleagues, decision makers and the general public by preparing and issuing Policy Statements on behalf of ACCP or by developing partnerships with other organizations that have similar missions that will result in ACCP becoming a trusted resource for the public on issues related to the clinical pharmacology focus. These programs may be as per the Strategic Plan or as devised by the Committee separate from the Strategic Plan.

### **Committee Membership**

As a Non-standing Committee, there is no mention of the Committee composition in the ByLaws. As per Article XI, Section 3 of the Constitution, “all Non-standing Committees shall consist of a Chairperson and two or more representatives of ACCP membership. The President or his/her designee shall be an *ex officio* member of all Committees and must be apprised of all Committee meetings and their deliberations in writing.”

Committee membership should be representative of ACCP’s membership and should therefore include representation from academia, industry and regulatory agencies, as well as MDs, PharmDs and PhDs. Persons with a focus on drug discovery as well as those involved in clinical care should sit on the Committee.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP ByLaws, Article XI, Section 1), unless approved by the President.

### **Committee Role**

The Public Policy Committee is tasked with publishing at least four Policy Statements per year that have written and reviewed by members of the Committee and are subsequently presented to and approved by or commented on by the Board of Regents. Any Policy Statements should represent the opinion of ACCP. Over the course of time, the Committee will collaborate with those engaged in clinical pharmacology by developing partnerships with other organizations that have a similar mission in the interest of developing joint Policy Statements and enhancing ACCP’s influence through the release of such statements to a larger audience. Through the release of Policy Statements, ACCP ultimately seeks to respond to inquiries from the media or other sources and serve as a trusted resource for the public on issues related to clinical pharmacology.

In consideration of requests for ACCP to support activities such as signing on to specific initiatives, those initiatives must be brought to the attention of the Board for consideration and voted upon, after which a communication will be sent by the Executive Director regarding our decision as a society.

### **Staff Support**

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures.

**How & When the Committee Meets**

The Public Policy Committee meets face-to-face at the Annual Meeting and as frequently as required by conference call to support the activities with which it is charged.