

## Executive Board – Agency Members 2019

### Who can apply?

- EphMRA will accept applications to join the Board from any Agency Member company.
- However, only 1 person per Agency Member company can put themselves forward as a candidate. This will facilitate a spread of representation and eliminate multiple applications from one company.
- Applications must be made on the form supplied and returned to [generalmanager@ephmra.org](mailto:generalmanager@ephmra.org) (in confidence) in Word document format (not pdf)
- **The deadline for applications is 30 April 2019**

### Time Commitment:

- It is a 2 year term of office starting 1 October 2019 and ending 30 September 2021.
- At least 2 F2F meetings a year (one is held at the annual June conference)
- Other telecons every 1-2 months
- Attend the annual conference and other EphMRA events, eg chapter meetings as relevant
- Participate in Member meetings when Members attend eg at appropriate chapter meetings or annual conference
- Please note that all EphMRA Committee/Working Group positions do require you to work as a team with other members - thus please only apply if you are able to give time at appropriate moments to answer emails etc, attend meetings and telecons. Members who join the Board and are then subsequently not able to fully participate due to workloads or an extended leave of absence, may be asked to leave the Board.

### Important Notes:

- Candidates, in their application, must demonstrate their commitment to enhancing and supporting EphMRA - this is key to a successful application. Agency Members must not apply to become Board members for any commercial reasons or to enhance their own business opportunities. Any breach of this (eg using information learnt in Board discussions for their own company's benefit) would result in the Member being asked to immediately leave the Board and would inhibit further EphMRA participation.
- No compensation is available for costs incurred for attending Board or other EphMRA meetings.

## What happens once your application is received?

- All applications will be collated in confidence.
- Only Industry Members (pharma) on the Board will review and assess all applications
- The list of those applying will be reviewed by the Industry Members on the Executive Board. If an Industry Member of the Board identifies a potential conflict of interest with any candidate/candidate's company ie does a significant amount of business with the company then the Industry Member must raise this matter with other Board Industry Members and discuss whether, should the candidate be successfully voted in, this would affect the smooth running of the Board or cause any difficulties to arise. The Executive Board, should such a potential conflict of interest be identified, would not put the candidate forward to the election stage.
- Should any Agency Member candidate not be put forward to the voting stage by the Industry Members on the Board, the candidate will be individually informed as to the reasons for the application not going forward to the voting stage. Such candidates may then appeal to the EphMRA President, with his decision being final.

## Voting process:

- The vote is conducted by email.
- One vote per Agency member company.
- Each Agency Member company will receive details of all the candidates by email – the information given out is indicated by a \* on the application form. No other information is circulated.
- A majority of all Agency Member companies must vote (ie if there are 150 Agency Member companies then we must have votes back from 76 at least). To have a 50% vote return is in line with Industry Member Board voting guidelines.
- Voting timelines will be strict: 3 weeks with reminders after 1 week and then after 2 weeks.
- If a majority of Agency Members do not return a vote in the timeline the Board Industry Members will decide and select the candidates from the list.