

**SWOG**  
**<https://swog.org>**

**Policy Memorandum No. 10**

**Subject:** Job Description of Research  
Committee Chair

**Departments Affected:** Group

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**JOB DESCRIPTION OF COMMITTEE CHAIR**

General Responsibilities

As appointed by the Group Chair, Research Committee Chairs act within the mission and vision of SWOG to oversee the science in their respective committee, stimulate investigators to produce innovative strategies in the prevention, management and/or cure of cancer, and facilitate the development of these strategies into quality Group protocols. These responsibilities also apply in a general fashion to Chairs of Research Support Committees and also Administrative Committees.

Specific Responsibilities

1. Maintains a comprehensive understanding of the scientific and relevant clinical issues of the committee.
2. Formulates innovative hypotheses to be tested and strategies for long term study.
3. Stimulates and encourages ideas for protocols from SWOG investigators.
4. Is aware of studies being performed and planned by other groups and institutions. Works with NCI and intergroup committee(s) to plan new studies.
5. Reviews and evaluates all proposed study capsules, concepts, and major amendments for scientific merit, clarity, and feasibility for conduct within the Group. Ensures that studies are developed with intentionality so that the study population reflects all communities affected.
6. Regularly prioritizes active and developing studies with respect to conflicting or overlapping purposes, and with respect to importance for development, accrual and analysis. Communicates these priorities regularly through scheduled conference calls with the assigned Protocol Project Manager and key Committee personnel between Group meetings.
7. Assists with, and participates in communications as necessary, to ensure adherence to timelines for concept and Letter of Intent (LOI) development and the subsequent protocol development for approved concepts and LOIs.
8. Responds to all NCI reviews on proposed studies in conjunction with the Study Chair and Study Statistician.
9. Maintains a direct liaison with the other Committee Chairs and the designated Executive Officer in the development and management of protocols. Interacts with the Vice-Chair for SWOG-Clinical Trials Partnerships (CTP) as necessary for studies without federal funding.
10. Prepares the Agenda for the bi-annual Committee meetings.

11. Interacts with the Publications Manager, Study Chairs, and Study Statistician to monitor abstract submissions and manuscript preparation on all studies within the committee to assure strategic and timely completion and submission.
12. Approves authorship selections on all abstracts and manuscripts prior to submission.
13. Approves all Committee membership nominations and appoints subcommittee chairs and other special roles (e.g. cross-committee liaisons) as necessary to support the scientific mission of the Committee, and ensures equitable representation in membership and in committee leadership (e.g., subcommittee chairs). Reports any known changes in Committee membership/leadership to the Group.
14. Prepares progress reports of all Committee activities as needed for cooperative agreement renewals and continuations.
15. Participates as a member of the Committee Chairs panel at bi-annual group meetings.
16. Participates in periodic committee review activities to refine and/or redirect Group research priorities and directions.
17. Represents the committee, or assigns appropriate representation, as a voting member on the Board of Governors, as outlined in the Group Bylaws (Policy Memorandum 2).
18. Understands and upholds the policies and procedures of the Group and works with committee members in ensuring the same.
19. Responds to and communicates with the Group Chair and/or Vice-Chair for the National Community Oncology Research Program, including related to any Committee Chair performance evaluations.
20. Partners with the Patient Advocates Committee leadership to recruit, select, develop, and retain exceptional Patient Advocates. Coaches, mentors, and acts as a catalyst for advocates and Committee membership to ensure all stages of survivorship research include proactive partnership with advocates to achieve research goals and remove barriers to advocate engagement. Provide regular feedback and annual evaluation to the advocate.
21. Upon approval by Group Chair, Committee Chair appoints Vice-Chair with letter provided by the Group Chair's Office.
22. When resigning from the Committee Chair position, the Chair is responsible for ensuring that the Group Chair is informed of this decision and that the co-chair or vice-chair of the committee is prepared to serve temporarily as Interim Chair of the Committee until a national search is conducted.