

**SWOG**  
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**Policy Memorandum No. 8**

**Subject:** Committee Membership Nominations

**Departments Affected:** All

**Page 1 of 1 page**

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**COMMITTEE MEMBERSHIP NOMINATIONS**

Group members are eligible to participate in Group Disease and Research, and Administrative Committees, as well as the various subcommittees. Some committees have developed a "Working Group" of committee members (may also be referred to as an "Executive Committee") which meets independently of the committee-at-large to determine future plans for the committee and resolve current problems with committee research. Participation as a Group committee member requires attendance at semi-annual committee meetings and participation in protocol review and manuscript review when applicable.

Nominations for committee membership are handled by the Operations Office as they are received. The Operations Office must receive all of the following in order to place a Group member on a committee.

1. Principal Investigator approval
2. Appropriate Committee Chair approval
3. Appropriate Discipline Chair approval, when applicable

It is the responsibility of the nominating party to assure that nomination letters and CVs are copied to all the above parties, requesting that the Operations Office be notified of approval/disapproval. Committee nominations will not be acted upon until approvals are received.