

**Policy Memorandum No. 8**  
**Subject:** Committee Membership Nominations  
**Departments Affected:** All

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## **COMMITTEE MEMBERSHIP NOMINATIONS**

Group members are eligible to participate in Group Research, Research Support, 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.

### **Mission**

The role of committee membership is to implement the mission of SWOG in developing innovative, scientifically sound and practice changing clinical trials and translational studies that improve the lives of cancer patients.

### **Expectations for Committee Members**

Committee members are expected to participate in the open Group Meetings and to provide feedback on: active and developing SWOG, NCTN and NCORP trials, particularly with regards of feasibility (including enrollment feasibility at their institutions); barriers to accrual; and patient acceptance. Members may propose new studies to committee leadership and bring study ideas to the committee for discussion.

### **Committee Membership Criteria**

Committee membership is open to all SWOG members who treat cancer or perform cancer related research and are interested in providing intellectual input to the SWOG disease-specific cancer study portfolio, research support and administrative committees. Committee members are appointed by the specific Committee Chair, or Co-Chairs as applicable. To be considered for committee membership, applicants should fulfill at least two of the following criteria.

1. Involved in care of patients with cancer related to their committee interest at an institution that participates in SWOG and/or other NCTN/NCORP studies.
2. Sustained and documented patient accrual to SWOG or other NCTN/NCORP cancer trials related to their committee interest.
3. Evidence of engagement in clinical and/or translational cancer related research or patient advocacy and outreach related to their committee interest.
4. Sustained commitment to SWOG through regular attendance of and active participation in SWOG Group Meetings and, once approved, Committee specific meetings.

Please note that the criteria above are general, and committees and/or subcommittees may have additional criteria required for membership.

### **Duration of Membership**

There is no formal term limit on Committee Membership. However, when members stop contributing to the Committee, no longer attend meetings or are no longer members of SWOG, then membership will be revoked.

### **Committee Membership Nomination Process**

With noted exception below, nominations for committee membership should be submitted to the Operations Office ([member@swog.org](mailto:member@swog.org)). The Operations Office will process committee requests to the appropriate Committee Chair or Discipline Chair for membership approval once the following have been received. Committee nominations will not be acted upon until all required approvals are received.

1. Principal Investigator approval
2. Current copy of investigator curricula vitae

Oncology Research Committee (ORP) applications should be submitted to the ORP Committee Membership Team: [ORPExecs@swog.org](mailto:ORPExecs@swog.org). The application must include:

1. Principal Investigator or Program Administrator approval
2. Current copy of applicant curricula vitae