

PCORnet Executive Management Team

Approved on: 04.27.2023

PURPOSE

The Executive Management Team (EMT) will ensure timely decision-making, while balancing the need to engage the broader Network. The EMT reports to the PCORnet Steering Committee (SC). The EMT helps inform PCORnet SC input into Network decisions by preparing materials for SC discussions, setting SC agendas, and overseeing PCORnet Committees and ad hoc strategic workgroups.

EMT is a collaborative management structure composed of the PCORnet SC Chair, PCORnet SC Vice Chair, 1 Clinical Research Network (CRN) representative, 1 Coordinating Center (CC) representative, 1 ex-officio member from the Administrative Core of the Coordinating Center, PCORI, and 3 stakeholder representatives elected by SC. In addition, Patient Centered Outcomes Research Institute (PCORI) will have representation on the EMT.

APPOINTMENT AND MEMBERSHIP

The EMT will consist of members the PCORnet Network Partners (i.e., CRNs, Coordinating Center, and Patient Partners) and PCORI.

The composition will be as follows:

- 1 Chair (the PCORnet SC Chair)
- 1 Vice Chair (the PCORnet SC Vice Chair)
- 1 CRN PI
- 1 CC PI
- 1 ex-officio member from the Administrative Core of the Coordinating Center, currently Adrian Hernandez. Please note ex-officio members do not vote.
- 3 stakeholder representatives
- PCORI

The CRN, Coordinating Center, and Stakeholder Representatives on the EMT will be elected by the SC for staggered 2-year renewable terms to ensure continuity of knowledge.

MEETING SCHEDULE AND FREQUENCY

The EMT will meet bi-weekly via teleconference and will meet in person on an as-needed basis. Meetings will be closed to non-members except for guests approved by the Chair. Coordinating Center staff may attend at the request of the Chair. Alternate participants are not permitted to join weekly or face-to-face meetings unless otherwise specified/approved in advance by the Chair. Stakeholder representatives will be compensated for their time per the current PCORnet Stakeholder Compensation Policy.

QUORUM AND VOTING

A quorum shall consist of a majority of the members of the EMT. The EMT will document its decision making related to policies and key decisions through verbal voting. Voting is by simple majority.

CHARTER UPDATES

This Charter may be amended as needed by the PCORnet SC.

HISTORY

Approved by the PCORnet SC on April 27th, 2023