

PCORnet[®] Executive Management Team

Approved on: May 30th, 2025

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 SC input into Network decisions by preparing materials for SC discussions, setting SC agendas, and overseeing committees and/or short term working groups to address specific network needs.

EMT is a collaborative management structure composed of the SC Chair, SC Vice Chair, 1 Clinical Research Network (CRN) representative (CRN PI, Co-PI, or CRN Site Investigator), 1 Coordinating Center for PCORnet[®] (CC) representative, 1 ex-officio member from the Administrative Core of the Coordinating Center, and 3 CRN Patient Partner Co-Is elected by the SC. In addition, Patient Centered Outcomes Research Institute (PCORI) will have representation on the EMT.

APPOINTMENT AND MEMBERSHIP

The EMT will consist of members from the PCORnet[®] Network Partners (i.e., CRNs, Coordinating Center, and Patient Partner Co-I) 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, Co-PI, or CRN Site Investigator
- 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 Patient Partner Co-I
- PCORI

The CRN PI, Co-PI or CRN Site Investigator, Coordinating Center, and Patient Partner Co-I 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 bi-weekly or face-to-face meetings unless otherwise specified/approved in advance by the Chair. Patient or Health Community Partners 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 SC.

HISTORY

Approved by the SC on May 30th, 2025