



**Manual of Procedures (MOP)**  
**Section 1. Organization & Administration**  
**Appendix 1.3.2. Recruitment and Retention Subcommittee Charter**

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## **1. OVERVIEW OF THE RECRUITMENT AND RETENTION SUBCOMMITTEE**

The D2d Recruitment and Retention subcommittee (RSS) develops and oversees the recruitment and retention policies and procedures, evaluates recruitment and retention plans and monitors progress of recruitment and retention. The RSS is accountable to the Steering Committee (SC).

## **2. MEMBERSHIP**

### **2.1 Composition and Term**

The RSS consists of members from the D2d Study Group (Executive Committee [EC], Coordinating Center [CC], collaborating clinical sites and Central Laboratory). The subcommittee is composed of D2d investigators, coordinators, members of the coordinating center, and NIDDK with experience in recruitment and retention strategies, a demonstrated commitment to the D2d study and deep understanding of its study design, and have committed the required time. In general, to maintain continuity and efficiency, members are expected to serve a minimum of 2 years. Ad-hoc members may be appointed for less than 2 years, if there is a specific short-term need.

### **2.2 Nomination and Election**

- At inception, the EC nominates members from the D2d Study Group to form the subcommittee. Nominees must have expressed interest and commitment in serving in the subcommittee.
- During the study, the EC may remove or replace subcommittee members.
- During the study, to replace members who step down or add members (e.g. augment expertise in a particular area) the EC will solicit nominations for membership from the SC. The EC approves any new subcommittee members at its next scheduled meeting.

Administrative and other support staff, members of the Executive and Steering Committee and chairpersons of the subcommittees who are managing specific areas of the protocol, members of the Central Laboratory, and other representatives from the funding agency (NIH) may occasionally join the RSS conference call, as needed.

### **2.3 Leadership**

- The Chairperson(s) agrees to serve for a minimum of 2 years. The Chairperson is a member of the RSS and possesses qualifications that make him/her appropriate for the position, including: experience with recruitment and retention, deep knowledge of the D2d study design and demonstrated leadership skills.
- The Vice Chairperson agrees to serve for a minimum of 2 years. The Vice Chairperson is a member of the RSS and possesses qualifications that make him/her appropriate for the position. The Vice Chairperson will act in the role of Chairperson, if the Chairperson is absent or if the Chairperson has a conflict of interest and needs to be excused from the review of an ancillary study.
- At inception, the EC appoints the subcommittee Chairperson.
- During the study, the EC may replace the subcommittee Chair or Vice Chair. The EC solicits nominations for a new Chair or Vice Chair from the SC. The EC approves the new Chair or Vice Chair at its next scheduled meeting.

### **3. DUTIES AND RESPONSIBILITIES of RSS Subcommittee Members**

- Develop, approve and oversee the recruitment and retention policies and procedures.
- Solicit ideas for recruitment and retention.
- Evaluate recruitment and retention strategies submitted by sites.
- Serve as an RRS Advocate for assigned site(s). Each member may be assigned 1-3 sites to monitor and evaluate progress of recruitment and retention. The RRS Advocate is expected to be in contact with assigned sites, at least monthly,, present progress of the assigned sites during the the regular RRS calls, and provide constructive feedback and suggestions to optimize recruitment and retention to the assigned site(s).
- Seek out guidance from other committees, as needed

### **4. MEETINGS**

The subcommittee meets twice a month at the same day and time. However, if there is a need to meet more frequently, additional meetings will be scheduled to accommodate needs. If there are no active issues to discuss, scheduled meetings will be cancelled. Meetings are conducted via conference call. In-person meetings will occur during the annual D2d investigator meeting or at other times, if needed.

If a unanimous consensus cannot be reached, decisions will be made by majority vote. A quorum for holding an official vote requires voting of at least 70% of the membership. Voting can occur after the conclusion of a meeting as long as it takes place within the allotted time period. Each member of the RSS has one vote. In the event of a tie, the Chair casts the deciding vote. Minutes will be recorded for each meeting and posted on the D2d web portal for viewing by the RSS.