



5319 University Dr., Suite 641 • Irvine, CA 92612 • Tel: 949-387-9046 • Fax: 949-387-9047

<b>Position Title</b>	<i>President</i>
<b>Description</b>	Serving for a period of one year, the President oversees OCRA's planning activities and financial management, establishes the nominating committee and appoints the nominating committee chair. The President shall be the general manager of the corporation and shall supervise, direct, and control the corporation's activities, affairs, and officers. The President shall preside at members' meetings and at Board meetings. The President shall have such other powers and duties as the Board or the Bylaws may require.
<b>Qualifications:</b>	Must be an OCRA member in good standing and will have served as President-Elect in the year immediately preceding the term as President.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as President from July 1 to June 30.</li> <li>• Fulfill the following duties:           <ul style="list-style-type: none"> <li>• Preside at OCRA Board meetings. At the meeting(s), it is recommended that the following items, at a minimum, be covered:               <ul style="list-style-type: none"> <li>○ Financial update provided by the Treasurer.</li> <li>○ Meeting minutes as taken by the Secretary.</li> <li>○ Ensure that the approved meeting minutes are placed in OCRA's official files for the term-year.</li> <li>○ Review and approve ongoing and planned educational program activities.</li> </ul> </li> <li>• Represent OCRA in meetings with other local or national groups.</li> <li>• Serve as ex-officio member of OCRA subcommittees and networking groups.</li> <li>• Develop and review long- and short-range strategic plans.</li> <li>• Oversight of OCRA financial activities, including cash receipts, credit card acceptance, and cash disbursements.</li> <li>• Ensure the development of policies or procedures to clarify OCRA operational issues.</li> <li>• Train and ensure a smooth transition of responsibilities for the incoming President-Elect.</li> <li>• Other activities as agreed to by the Board.</li> </ul> </li> </ul>
<b>Time Commitment:</b>	This position represents the second year of a three-year commitment: Year 1 as President-Elect, requiring about 15-20 hours/month; Year 2 as President, requiring an estimated minimum 20 hours/month; Year 3 as Past President, requiring about 10-15 hours/month.



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<b>Position Title</b>	<b><i>President-Elect</i></b>
<b>Description:</b>	Serves as an officer of the OCRA Board of Directors for one year as preparation for serving as OCRA President the subsequent year. The President-Elect also provides back up to the President in overseeing OCRA's activities. The President-Elect shall have such other powers and duties as the Board or the Bylaws may require. This position is elected annually by the membership.
<b>Qualifications:</b>	Must be an OCRA member in good standing and be willing to make a three-year commitment to the Board of Directors.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as President-Elect from July 1 to June 30.</li> <li>• Participate in OCRA Board meetings.</li> <li>• Represent OCRA to outside groups as requested by the President or the Board.</li> <li>• Acting as a back up for the Annual Meeting Chair.</li> <li>• Publish and distribute the OCRA Newsletter.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This position represents the first year of a three-year commitment: Year 1 as President-Elect, requiring about 15-20 hours/month; Year 2 as President, requiring an estimated minimum 20 hours/month; Year 3 as Past President, requiring about 10-15 hours/month.



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<b>Position Title</b>	<i>Past-President</i>
<b>Description</b>	Serving as an officer of the OCRA Board of Directors for one year, the Past-President advises the current OCRA President regarding policy matters as required. The Past-President shall have such other powers and duties as the Board or the Bylaws may require.
<b>Qualifications:</b>	Must be an OCRA member in good standing and will have served as President in the year immediately preceding the term as Past-President.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Past-President from July 1 to June 30.</li> <li>• Participate in OCRA Board Meetings.</li> <li>• Support the current President regarding OCRA policies when the current President has no previous knowledge of the issue/policy under consideration.</li> <li>• Provide support to the President for difficult or unusual issues.</li> <li>• Represent OCRA to outside groups as requested by the President or the Board.</li> <li>• Review and update OCRA By-laws every 2 years, and if changes occur, ensure ratification of changes per By-laws.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This position represents the third year of a three-year commitment: Year 1 as President-Elect, requiring about 15-20 hours/month; Year 2 as President, requiring an estimated minimum 20 hours/month; Year 3 as Past President, requiring about 10-15 hours/month.



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<b>Position Title</b>	<i>Treasurer</i>
<b>Description:</b>	Serving as an officer of the OCRA Board of Directors, the Treasurer is the Chief Financial Officer of the organization, charged with primary financial and treasury-management functions. The Treasurer shall have such other powers and duties as the Board or the Bylaws may require. This position is elected annually by the membership.
<b>Qualifications:</b>	<p>Must be an OCRA member in good standing, and possess the following:</p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of basic general accounting principles.</li> <li>• Familiarity with cash management and record-keeping functions.</li> <li>• Ability to prepare organization tax returns from written instructions provided by tax agencies.</li> </ul> <p>Note: Knowledge of RA/QA practices and FDA regulations is helpful, but not required, for this position.</p>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Treasurer from July 1 to June 30.</li> <li>• Participate in OCRA Board meetings.</li> <li>• Protect the assets of the organization.</li> <li>• Execute/oversee cash and treasury management functions, including:             <ul style="list-style-type: none"> <li>• Correspond with OCRA Board Members, committee members and administrator to obtain invoice approvals.</li> <li>• Make disbursements.</li> <li>• Monitor cash receipts and deposits.</li> <li>• Maintain/control credit card acceptance vehicles (e.g. PayPal).</li> <li>• Reconcile checking accounts.</li> <li>• Manage banking relationships.</li> </ul> </li> <li>• Maintain financial records for both internal and external reporting purposes. Prepare a monthly report to the OCRA Board of financial results and cash balances. Provide annual report to OCRA Board.</li> <li>• Assist with budgeting for programs and special projects.</li> <li>• Prepare Federal and State tax returns and other required governmental reporting, including review of instructions, research/data-gathering, and timely submission of forms and information.</li> <li>• Manage external financial audits, as needed.</li> <li>• Train and ensure a smooth transition of responsibilities for the incoming Treasurer.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	Requiring 10-15 hours per month, including meeting time, to fulfill the responsibilities of the position, with an additional 8-10 hours between January and May for preparation of the organization tax returns, which are due on May 15 of each year.



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<b>Position Title</b>	<b>Secretary</b>
<b>Description:</b>	Serving as an officer of the OCRA Board of Directors for one year, the Secretary shall participate in Board functions and meetings. In addition, the Secretary shall organize and coordinate OCRA Board meetings and other events as assigned. The Secretary shall be responsible for archives of OCRA historical records. The Secretary shall have such other powers and duties as the Board or the Bylaws may require. This position is elected annually by the membership.
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Must be an OCRA member in good standing.</li> <li>• Must be willing to commit to the specified term and time estimated to fulfill the Secretary's duties.</li> <li>• Must be organized, detail oriented, and willing to set aside time to complete the duties of the position.</li> <li>• Must have excellent verbal and written communication skills.</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Secretary from July 1 to June 30.</li> <li>• Participate in OCRA Board meetings.</li> <li>• Provide oversight and authorization as required in OCRA board matters (e.g. certification/acknowledgement of Board members)</li> <li>• Ensure records are maintained and archived.</li> <li>• Arrange OCRA Board meetings, including reserving the location, obtaining the available dates for the Board to choose from, confirming attendees, and providing the Board with meeting's details.</li> <li>• Develop a meeting agenda for each Board meeting. The agenda incorporates items from each Board member.</li> <li>• Annual Meeting Chair in training.</li> <li>• Take thorough notes during the Board meeting.</li> <li>• Document the meeting minutes and distribute to the Board members.</li> <li>• Train and ensure a smooth transition of responsibilities for the incoming Secretary.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This is a one-year term, requiring an estimated minimum 10 hours/month, including meeting time, to fulfill the responsibilities of the position.



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<b>Position Title</b>	<b><i>Membership Chair</i></b>
<b>Description</b>	Serving on the OCRA Board of Directors for one year, the Membership Chair retains current members and recruits new members for OCRA, maintains a current roster of all Section members, including enrolled students and works with the Program Committee to promote OCRA membership and volunteerism. The Membership Chair shall have such other powers and duties as the Board or the Bylaws may require. This position is elected annually by the membership.
<b>Qualifications:</b>	Must be an OCRA member in good standing and will have preferably served as a committee chair or other position within OCRA. Knowledge and experience of market research and promotions is helpful. Requires strong written and verbal communication skills and ability to delegate duties to committee members. Computer database skills are helpful in maintenance of membership lists.
<b>Role</b>	Increase membership and promote volunteerism for OCRA.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Membership Chair from July 1 to June 30.</li> <li>• Participate in OCRA Board meetings.</li> <li>• Work with OCRA Administrator to maintain membership database.</li> <li>• Retain current OCRA members and recruit new members for OCRA.</li> <li>• Conduct efforts to contact unpaid members and encourage them to renew their membership.</li> <li>• Promote active participation from OCRA members.</li> <li>• Train and ensure a smooth transition of responsibilities for the incoming Membership Chair.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This is a one-year term requiring an estimated minimum 6-8 hours/month, including meeting time, to fulfill the responsibilities of the position.



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<b>Position Title:</b>	<i>Programs Chair</i>
<b>Description:</b>	Serving on the OCRA Board of Directors for one year, the Programs Chair oversees the development and implementation of OCRA's educational programs and activities. The Programs Chair shall be the general manager of the Programs Committee and shall supervise, direct and control the committee's activities. The Programs Chair shall have such other powers and duties as the Board or the Bylaws may require. This position is elected annually by the membership.
<b>Qualifications:</b>	Must be an OCRA member in good standing and be willing to make a one-year commitment to the Board of Directors.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Programs Chair from July 1 to June 30.</li> <li>• Participate in OCRA Board meetings.</li> <li>• Manage OCRA's educational programs for the fiscal year, including monthly meetings and the Regulatory Affairs Certification (RAC) study group.</li> <li>• Provide support to the Member at Large in the execution and planning of the Annual Educational Conference.</li> <li>• Solicit and co-ordinate Program committee participation among OCRA's members, organizes and conducts Program committee meetings, delegate and oversee Program functions among committee members.</li> <li>• Arrange OCRA Program meetings, including reserving the location, meeting dates, confirming attendees, and providing the committee with meeting's details.</li> <li>• Develop a meeting agenda for each meeting.</li> <li>• Take thorough notes during each meeting.</li> <li>• Document the meeting minutes and distribute to the committee members.</li> <li>• Maintain a list of available OCRA program venues with the assistance of the OCRA Administrator Consultant.</li> <li>• Provide a list of programs for the incoming Programs Chair.</li> <li>• Train and ensure a smooth transition of responsibilities for the incoming Program Chair.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This is a one-year term, requiring 15-20 hours/month on average, including meeting time, to fulfill the responsibilities of the position. During the start of the term the time required increases to 20-30 hours/month.



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<b>Position Title</b>	<b><i>Annual Educational Conference Chair</i></b>
<b>Description</b>	Serving on the OCRA Board of Directors for one year, the annual educational conference chair has primary responsibility for the planning and execution of the OCRA Annual Educational Conference. This position is elected annually by the membership.
<b>Qualifications:</b>	Must be an OCRA Member in good standing and have been active in OCRA activities for at least one year. Prior service as OCRA Programs Chair or other OCRA Board position preferred.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Member-at-Large for a period concurrent with the OCRA calendar year of July 1 to June 30, starting with a specific date as determined by the OCRA Board.</li> <li>• Participate in OCRA Board meetings.</li> <li>• Manage OCRA's Annual Educational Conference, including:             <ul style="list-style-type: none"> <li>• Co-ordinate with FDA local district, state and national center representatives.</li> <li>• Liaise with industry representatives.</li> <li>• Work with Programs committee and solicit volunteer participation in planning and execution of conference.</li> <li>• Organize and conduct sub-committee meetings related to conference.</li> <li>• Review and approve contracts, with Board authorization.</li> </ul> </li> <li>• Train and ensure a smooth transition of responsibilities for the incoming Annual Educational Conference Member-at-Large.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This is a one-year term, requiring 10-15 hours/month on average, including meeting time, to fulfill the responsibilities of the position. During the month of the annual meeting, the time required increases to 20-30 hours/month





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<b>Position Title</b>	<b><i>Special Projects</i></b>
<b>Description</b>	Serving on the OCRA Board of Directors for one year, the Member-at-Large supports the OCRA Board in whatever capacity agreed upon, primarily special projects. This position is elected annually by the membership, as determined necessary by the BOD.
<b>Qualifications:</b>	Must be an OCRA Member in good standing and have been active in OCRA activities for at least one year.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Member-at-Large for a period concurrent with the OCRA calendar year of July 1 to June 30, starting with a specific date as determined by the OCRA Board.</li> <li>• Participate in OCRA Board meetings.</li> <li>• Represent OCRA to outside groups as requested by the President or the Board.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This is a one-year term, with a variable time commitment based on Board requirements. Averages 15 hours per month, including meeting time, to fulfill the responsibilities of the position.



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<b>Position Title</b>	<b><i>Professional Organization Liaison</i></b>
<b>Description</b>	Serving as an officer of the OCRA Board of Directors for one year, the Professional Organization Liaison communicates with other RA/QA local and national organizations to coordinate speakers, share information about and educational /workshop events, and look for opportunities to provide increased educational and professional opportunities to the OCRA membership. Supports the BOD and organization for specific assignments to further the organization's success both functionally and financially. This position is elected annually by the membership.
<b>Qualifications:</b>	Must be an OCRA member in good standing, have experience with various professional organizations, and possess the ability to clearly communicate and mutually share OCRA's plans and programs
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Member-at-Large for a period concurrent with the OCRA calendar year of July 1 to June 30, starting with a specific date as determined by the OCRA Board.</li> <li>• Participate in OCRA Board meetings.</li> <li>• Provide frequent updated reports to the BOD regarding other RA/QA Education organization plans and programs to satisfy the needs of the OCRA membership.</li> <li>• Keep the BOD up-to-date on Regulatory activities that could be of importance to the membership as to programs or reference resources.</li> <li>• Reach out to other professional and educational organizations to investigate and promote collaboration opportunities.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This is a one-year term, requiring a variable time commitment based on Board requirements. Averages 15 hours per month, including meeting time, to fulfill the responsibilities of the position.



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<b>Position Title</b>	<b><i>Education &amp; Professional Development Chair</i></b>
<b>Description</b>	Serving on the OCRA Board of Directors for one year, the Education & Professional Development Chair identifies educational and professional development opportunities for the OCRA membership. In addition, this position encourages individuals new to science and engineering the opportunity to see Regulatory Affairs as a professional career goal. Exercise the powers and duties as the Board or the Bylaws may require. This position is elected annually by the membership.
<b>Qualifications:</b>	Must be an OCRA member in good standing and be willing to make a one-year commitment to the Board of Directors.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Chair from July 1 to June 30.</li> <li>• Participate in OCRA Board meetings.</li> <li>• Other activities as agreed to by the Board.</li> <li>• Oversee OCRA's educational and professional programs for the fiscal year including:             <ul style="list-style-type: none"> <li>• Scholarship/Financial Assistance:                 <ul style="list-style-type: none"> <li>○ Present application to OCRA BOD for final approval.</li> <li>○ Design publicity plan for OCRA Newsletter.</li> <li>○ Devise outreach plan</li> <li>○ Conduct study to explore possibilities of funds/grants.</li> <li>○ Award scholarships/financial assistance.</li> <li>○ Give report at Annual Meeting of Awards and Committee activities.</li> </ul> </li> <li>• Professional Development:                 <ul style="list-style-type: none"> <li>○ Career Workshops</li> <li>○ Career Fairs</li> <li>○ Veterans Outreach</li> <li>○ Promote Fellowship/Internships/Co-Ops/Summer Job</li> <li>○ Promote Continuing Education Programs</li> </ul> </li> </ul> </li> </ul>
<b>Time Commitment:</b>	This is a one-year term, requiring 12-15 hours/month on average, including meeting time, to fulfill the responsibilities of the position. During the start of the term and during the month of the annual meeting the time required increases slightly to 20-30 hours/month.



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<b>Position Title</b>	<b><i>Member Benefits</i></b>
<b>Description</b>	Serving on the OCRA Board of Directors for one year, the Member Benefits chair is tasked with identifying and delivering new and continuing benefits to the OCRA membership. Supports the BOD and organization for specific assignments to further the benefits of OCRA membership. This position is elected annually by the membership.
<b>Qualifications:</b>	Must be an OCRA member in good standing and be willing to make a one-year commitment to the Board of Directors.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Member-at-Large for a period concurrent with the OCRA calendar year of July 1 to June 30, starting with a specific date as determined by the OCRA Board.</li> <li>• Participate in OCRA Board meetings.</li> <li>• Provide frequent updated reports to the BOD regarding existing and potential benefits of OCRA membership.</li> <li>• Plan and manage the Membership Appreciation Event at the Annual Meeting.</li> <li>• Develop and maintain the Consultants Page on the website.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This is a one-year term, requiring a variable time commitment based on Board requirements. Averages 10 hours per month, including meeting time, to fulfill the responsibilities of the position.



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<b>Position Title</b>	<b><i>Consultant, Webmaster</i></b>
<b>Description</b>	The Webmaster manages the OCRA Website to provide information on OCRA meetings and other meetings of interest, OCRA membership and business affairs, and job opportunities in regulatory affairs in Orange County.
<b>Qualifications:</b>	Knowledge and experience in website design and management is recommended.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Manage and maintain all aspects of the OCRA Website content.</li> <li>• Monitor Website message board and take steps to control content as needed.</li> <li>• Work with the administrator to assure that information on the website is current.</li> <li>• Create new ways to provide information services and networking capabilities to the OCRA Membership.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This is a consulting position, which requires an estimated 12-15 hours/month, to fulfill the responsibilities of the position.



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<b>Position Title</b>	<b>Consultant, Administrator</b>
<b>Description</b>	The Administrator assists the OCRA Board of Directors and members by running daily operations of the organization. This includes receiving and responding to mail, phone calls, faxes and email messages, providing OCRA members a point of contact for all activities of the organization. Additionally, the Administrator acts as a meeting/conference planner.
<b>Qualifications:</b>	Knowledge and experience in meeting/conference planning and database management is required. Regulatory, Quality, and/or Clinical professional organization experience or general experience with similar non-profit organizations is preferable.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Membership Responsibilities:           <ol style="list-style-type: none"> <li>1. Once each year update renewal form and send to webmaster for posting.</li> <li>2. Process Memberships and update OCRA database.</li> <li>3. Provide Membership Chair up-to-date membership information upon request.</li> </ol> </li> <li>• Financial Responsibilities:           <ol style="list-style-type: none"> <li>1. Maintain close liaison with OCRA Treasurer.</li> <li>2. Prepare financial analysis prior to each meeting to determine meeting fees.</li> <li>3. Process all credit card payments and forward all checks to the Treasurer for deposit.</li> <li>4. Prepare monthly credit card financial statements and send to the Treasurer.</li> <li>5. Provide information to help the Treasurer know which categories the payments should be applied to.</li> <li>6. Handle daily receipt of membership dues payments and meeting registration payments.</li> </ol> </li> <li>• Meeting Coordination Responsibilities:           <ol style="list-style-type: none"> <li>1. Coordinate venue details (e.g. contract, space needed, set-up, staging, A/V needs, menu selection, etc.).</li> <li>2. Develop and email broadcasts to promote each event.</li> <li>3. Registration of all attendees – pre-event and on-site.</li> <li>4. Prepare and distribute training certificates, payment receipts, and name badges.</li> <li>5. Order and maintain speaker gifts, as needed.</li> <li>6. Meeting progress reports will be sent to Program Chair and/or Program Manager, as directed.</li> <li>7. Prepare list of attendees.</li> <li>8. Distribute meeting materials (e.g. presentations, speaker bios, etc.).</li> <li>9. Create, distribute, compile data from, and report to the Program Chair the results of meeting surveys.</li> </ol> </li> <li>• Support maintenance of website and coordinate with the OCRA Webmaster.</li> <li>• Other activities as agreed to by the Board.</li> </ul>
<b>Time Commitment:</b>	This is a consulting position, which requires an estimated 172 hours/month, to fulfill the responsibilities of the position. The Administrator's contract is reviewed and approved, as needed, by the Board of Directors.