



## ISPOR Faculty Advisor Council Regional Leads Overview & Workflow

### Positions:

- Regional Lead, EMEA
- Regional Lead, Latin America
- Regional Lead, Asia Pacific

### Objectives of the Regional Lead:

- To create an effective bridge of communication among FAC chair, FAC co-chair, ISPOR staff and the region's faculty advisors
- To serve as the voice of members from their region to ISPOR and provide intelligence on the challenges facing Student Chapters in remote areas
- To increase collaboration and connectivity of chapters that are unable to join the Quarterly FAC Leadership Call due to time constraints
- To generate agenda items for calls/annual meetings from faculty advisors in their region to discuss successes and concerns from their region

### Responsibilities:

- Collaborate with FAC Chair, FAC Chair-elect, and ISPOR Staff on behalf of faculty in their region;
- Plan to attend at least one of the ISPOR conferences that is nearest to your region (Funding is not provided by ISPOR);
- Facilitate Semi-Annual Regional Teleconferences with Faculty Advisors in your region and solicit agenda items ahead of time;
- Be a driving force to report challenges, successes, and concerns from their region by soliciting agenda items from faculty advisors in Region to discuss during Quarterly Leadership Teleconferences
- Periodically discuss results of efforts with FAC Chair, FAC Chair-elect, and ISPOR Staff (Monthly updates via email or teleconferences);

*The tasks highlighted in this document refer to the principal responsibilities of the FAC Regional Lead.*

### Qualifications:

- Paid ISPOR member or a fee-waived member depending on their region;
- Serve as a FAC representative for an active ISPOR Student Chapter for at least one (1) year;
- The Chapter must be in good standing (completed their Annual Report);
- Must be willing to dedicate one (1) hour on a Semi-Annual Regional Teleconferences with Faculty Advisors from all Regions and provide updates for your specific region;
- Must dedicate one (1) hour every quarter to attend the Quarterly FAC Leadership Meetings;
- Must dedicate one (1) hour on a quarterly basis (prior to Quarterly FAC leadership Meetings) to interact with FAC Chair, the FAC Chair-Elect, and the Staff Liaisons.
- Proficient in reading and writing in English;
- Proficient in at least one language within their Region;
- Must currently reside in the region and cannot be from the region but living somewhere else;
- Comfortable working in a team setting.

### 4 Phases of the Faculty Advisor Regional Lead Mandate

On-boarding (first 2 weeks in July)	Kick-off (Late August)	Day-to-day (September – May)	Succession (Late May)
<b>Tasks:</b> <ul style="list-style-type: none"> <li>• Read Regional Lead On-boarding dossier</li> <li>• Become familiar with overall FAC structure and FAC resources</li> <li>• Meet with outgoing</li> </ul>	<b>Tasks:</b> <ul style="list-style-type: none"> <li>• Send introductory email to regional local chapters (faculty advisor)</li> <li>• Relay regionally relevant information provided during first kick-off call</li> </ul>	<b>Tasks:</b> <ul style="list-style-type: none"> <li>• Attend Quarterly FAC leadership calls</li> <li>• Follow-up with unresponsive local chapters (using email or WhatsApp).</li> </ul>	<b>Tasks:</b> <ul style="list-style-type: none"> <li>• Fill out Regional Lead Annual Report</li> <li>• List highlights of the year</li> <li>• List main concerns (during mandate or upcoming)</li> </ul>

<p>Regional Leads and FAC Chairs (Incoming Elect Chair and Immediate Past Chair)</p>	<ul style="list-style-type: none"> <li>● Confirm transition leadership of local chapters</li> <li>● Establish a communication channel (eg, WhatsApp group) with regional local chapter faculty advisors</li> </ul>	<ul style="list-style-type: none"> <li>● Schedule semi-annual regional call with local chapter faculty advisors to cover (at least): <ul style="list-style-type: none"> <li>○ Upcoming ISPOR Conferences</li> <li>○ Promote application to Travel Awards</li> <li>○ Activity Grants</li> <li>○ Chapter Awards</li> <li>○ Relay any problems/questions to FAC leadership</li> </ul> </li> </ul> <p><b>Deliverables:</b> Report and present regional updates during Quarterly FAC leadership calls</p>	<ul style="list-style-type: none"> <li>● Since the Regional Lead term is for two years the Regional Lead will need to prepare for a hand-over of regional lead leadership after 2 years in the role.</li> <li>● If the Regional Lead is not able to complete the second year of their term they will contact the FAC Chair, Chair elect, and ISPOR staff to find a replacement.</li> </ul>
--	--	--	--

**Important:** Make sure to cc FAC Co-Chairs ([Dr. Annesha White](#) and [Dr. Julia Slejko](#)) as well as Co-Chair-Elects ([Dr. Bradley Martin](#) and [Dr. Askal Ali](#)). Please also include the ISPOR Staff Liaison (Jason Cohen | [jcohen@ispor.org](mailto:jcohen@ispor.org)) on all emails sent to local Faculty Advisor.

**Answering local chapter questions**

Throughout the year, it is very likely that local leaders reach out to Regional Leads to ask information on many aspects of the ISPOR Network, such as Conferences, complimentary registrations, schedules, travel awards, etc. To make sure information is provided in a consistent manner with all local chapters, please refer to the following **flowchart**:

**Workflow of how to handle questions from local faculty advisors on next page:**

