The daily responsibility for the management and operation of the Board and the IRB Office is vested in the Chair. The Chair is selected and appointed by the Chancellor of the LSUHSC-NO. This selection is based upon the knowledge of the individual concerning human subjects protections and policies, regulations and processes related to the IRB. The Chancellor retains the sole authority to remove the Chair. The Board has designated one member to serve as Vice-Chair. The Vice-Chair has the full authority to act for the Chair in his/her absence. The persons serving in these capacities are evaluated by the Vice-Chancellor for Academic Affairs annually for their performance in these roles. Feedback is given directly to the Chair and Vice-Chair, such as level of attendance at meetings or the pace of the meetings.

A. Authority
   1. Calls emergency sessions as needed
   2. May require study modifications which can include suspension of enrollment when risks/complications arise that significantly endanger the subjects, pending discussion by the full Board
   3. Requests files, reports, and additional data from principal investigators when the need arises
   4. May require principal investigators to appear before the IRB when questions arise about any study
   5. Votes as a member of the IRB
   6. May approve responses to applications submitted to the Board that resulted in a vote of Modifications Required to Secure Approval. Consultation with another Board member(s) may be necessary
   7. May approve minor modifications to ongoing protocols with possible agreement by another Board member(s). These are modifications that do not significantly affect the risk to the subject
   8. May conduct an expedited review procedure as defined in federal regulations and exercise all of the authority of the IRB except disapproval
   9. Presides at all meetings when present
   10. Signs all official notifications from the Board

B. Responsibilities
   1. Schedules monthly meetings
   2. Sets the agenda for monthly or called emergency meetings
   3. Provides for the distribution of the meeting agenda and meeting book that includes a permanent copy of the .111 criteria for approval of research proposals, all of the study materials to be considered at the meeting and notifications of expedited review activities conducted during the prior month
   4. Provides for the taking of minutes, duplication of minutes, and distribution of minutes to IRB members in a timely fashion. All actions of the Board are documented in the minutes
of each convened meeting as required by Federal regulations at 45CFR46.115(a)(2) and 21CFR56.115(a)(2), and the current policies detailed in this Guidebook.

5. Distributes literature to IRB members regarding human subjects protection and IRB concerns

6. Keeps an updated file on all studies submitted to the IRB

7. Maintains a file of curriculum vitae for all members of the Board

8. For the Institution, maintains active IRB registration with OHRP and FDA

9. For the Institution, through the Institutional Official, maintains an active Assurance with OHRP

10. Develops and manages educational opportunities for the HRPP

11. Helps arrange for audits of individual studies. These include “for cause - directed” and “non-directed” audits conducted as necessary in conjunction with the Office of Compliance Programs

12. Meets regularly with HRPP staff and IRB to review HRPP policies and procedures to help improve the program