

 		Northern Bukidnon State College Research Ethics Committee
REC. Form No.	B-04	APPOINTMENT LETTER FOR MEMBER-SECRETARY
Version No.	1	
Date of Approval: December 09, 2025		
Effectivity Date: December 09, 2025		

Date: [Insert Date]

Name: [Insert Appointee's Full Name]

Department and Position: [Insert Appointee's Department and Position]

Institutional Affiliation: [Insert Appointee's Institutional Affiliation]

Subject: Appointment as Member Secretary

Dear [Insert Appointee's Name],

You are hereby appointed as [Member Secretary] of the Research Ethics Committee (REC) effective from [Insert Start Date] to [Insert End Date]. As a **member-secretary**, your responsibilities are as follows:

1. **Documentation and Record-Keeping:** Maintain accurate and comprehensive records of committee meetings, decisions, and activities. This includes recording minutes, ensuring proper documentation of protocols reviewed, and maintaining an organized record-keeping system.
2. **Communication and Correspondence:** Facilitate communication between committee members, researchers, and relevant stakeholders. This involves disseminating meeting notices, agendas, and supporting materials, as well as responding to inquiries and requests for information.
3. **Meeting Coordination:** Assist in scheduling committee meetings, ensuring availability of members, and arranging the logistics such as venue, equipment, and necessary documentation needed for the meetings.
4. **Protocol Management:** Help manage the flow of research protocols within the committee. This includes receiving, organizing, and distributing protocols for review, ensuring completeness of submissions, and tracking the progress of each protocol throughout the review process.
5. **Ethics Review Process:** Participate actively in the review of research protocols, evaluating their ethical implications, compliance with guidelines, and recommending necessary modifications or clarifications to researchers.
6. **Compliance Monitoring:** Assist in monitoring ongoing research studies to ensure compliance with approved protocols and ethical guidelines. This may involve reviewing progress reports,

7. Conducting site visits, and addressing any ethical concerns or non-compliance issues.

8. Reporting and Documentation: Prepare reports summarizing the committee's activities, decisions, and recommendations. This may include statistical data on the number and types of protocols reviewed, as well as providing updates to institutional authorities or regulatory bodies as required.
9. Knowledge of Ethical Guidelines: Maintain a thorough understanding of relevant ethical guidelines, regulations, and policies governing research involving human participants. Stay updated on emerging ethical issues and changes in regulations that may impact the committee's work.
10. Continuous Education: Engage in professional development activities to enhance knowledge and skills in research ethics. This may involve attending workshops, training sessions, or conferences related to research ethics and ethical review processes.
11. Collaborative Engagement: Collaborate with other committee members, researchers, and stakeholders to ensure effective and efficient ethical review processes. Foster a collaborative and supportive environment within the committee.

Thank you for accepting the invitation to be a member/independent consultant of the Research Ethics Committee. Kindly signify your acceptance by signing the conforme below.

Very truly yours,

[Insert Name and Position of Institutional Authority] [Insert Institutional Affiliation]

Conforme:

[Insert Appointee's Name and Signature]