

 		Northern Bukidnon State College Research Ethics Committee
REC Form No.	B-03	APPOINTMENT AS REC VICE-CHAIR
Version No.	1	
Date of Approval: December 09, 2025		
Date of Effectivity: 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 REC Vice Chair

Dear [Insert Appointee's Name],

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

1. Support to the REC Chair: Assist the REC Chair in fulfilling their responsibilities and provide support in managing the committee's activities.
2. Leadership in the Chair's Absence: Act as the interim Chair in the absence of the REC Chair, ensuring that the committee functions smoothly and decisions are made in a timely manner.
3. Meeting Coordination: Assist in scheduling REC meetings, setting agendas, and ensuring that all necessary documentation and materials are prepared and distributed to committee members in advance.
4. Protocol Review: Participate actively in the review process of research protocols, evaluating the ethical implications of the proposed research and providing input on the study design, informed consent procedures, participant recruitment methods, and overall ethical considerations.

Committee Management: Collaborate with the REC Chair in managing the activities of the committee, including recruiting and training new members, fostering a positive and inclusive committee culture, and ensuring adherence to ethical guidelines and regulatory requirements.

5. Ethical Guidance: Provide ethical guidance and support to researchers, addressing their questions and concerns related to research ethics, informed consent, confidentiality, and other ethical considerations.
6. Documentation and Record-Keeping: Assist in maintaining accurate and comprehensive records of REC meetings, decisions, and activities. This may include recording minutes, maintaining a log of reviewed protocols, and ensuring appropriate documentation of ethical review processes.
7. Collaboration and Communication: Foster effective communication and collaboration among REC members, researchers, and other stakeholders involved in the ethical review process. This may involve facilitating discussions, mediating conflicts, and promoting transparency and accountability.
8. Professional Development: Engage in ongoing professional development activities to stay updated on ethical guidelines, regulations, and best practices in research ethics. This may include attending workshops, conferences, and training sessions relevant to research ethics.
9. Continuity and Succession Planning: Collaborate with the REC Chair and other committee members to ensure continuity of REC operations, including developing succession plans, documenting processes and procedures, and transferring knowledge and expertise to new members.

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]