**MEMORANDUM TO FILE**

To: CIRB Regulatory File

From: Jenny Morris MS, MBA, CIP

 Director of Central Operations; NCI CIRB Operations Office

Date: July 15, 2022

Subject: Clarification to the Ability of CIRB Members to Serve as Alternates on Other Boards

An updated version of the [CIRB SOPs](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fncicirb.org%2Fabout-cirb%2Fsops&data=02%7C01%7Cbcampbell%40emmes.com%7C5ed467859ac1468c5e9908d83ed77c69%7C4aedf6ad32c04bb6b6bcaf5597447e81%7C0%7C0%7C637328442524019540&sdata=Fvb9fio3QincmVvbILrSzRg%2FAxxHLrFnGrTZjUy2zbo%3D&reserved=0) is now available on the CIRB website.

If you have any questions regarding the changes to the SOPs, contact the [CIRB Helpdesk](https://ncicirb.org/contact-us).

An overview of the change to the SOPs is detailed below.

Section 4.1.2 – Revised text to specify that CIRB members serving on one CIRB may act as alternates for members on all other CIRBs

Changes to this policy as noted above are effective immediately.