



Board Member Conflict of Interest Policy

Introduction

ASCCP members and the general public place great trust in the work of the Society. Real or perceived undisclosed conflicts of interest may jeopardize that trust, ASCCP's effectiveness, as well as the objectivity of decisions that ASCCP officers make.

In order for ASCCP to further the educational and scientific purposes for which it was organized and to maintain the excellent reputation in which it is held by the public and the medical profession, it is important that Society decisions and actions not be influenced unduly by any special interests of its leaders. The Society depends upon its Board to shape its policies, therefore, the actions of the board members in shaping such policies must not be inappropriately affected by outside influences.

ASCCP understands its Board of Directors is made up of active participants in the medical community. For this reason, we acknowledge that conflicts will exist and do not look to impose restrictions related to those conflicts. Our goal is simply transparency and management. The key principle applied in developing this policy is how to best to manage any potential conflicts.

Definition of Board Member Conflict of Interest

A conflict of interest is defined as an interest held by a member that could influence the member or be perceived as influencing the member to act contrary to the interests of the Society. This includes financial, personal, and/or commitment relationships with commercial industry as well as other associations, foundations, and government organizations.

Management of Board Member Conflicts of Interest

Due to the importance of maintaining transparency and ensuring objectivity in the management of Conflicts of Interest, ASCCP will engage in a third party facilitator for Board Meetings. The Facilitator will, at minimum, maintain responsibility of this Conflicts of Interest Management Plan:

1. Board Members will be required to complete an updated COI survey within (4) weeks of an upcoming Board Meeting. The Executive Committee will be exempt from doing this monthly, and will only be required to provide an update quarterly for full Board Meetings.
2. Prior to the live meeting, the Facilitator will review the Board Meeting Agenda along with all COIs and make a written recommendation to the Executive Committee and Chief Executive Officer noting conflicts that exist and suggested management of those conflicts.
 - a. Management strategies may include:



- i. The Member can remain in the room and participate fully in all discussions when a situation is deemed not a conflict or if the conflict is resolved prior to future meetings;
 - ii. The Member can remain in the room and participate fully in the discussion involving a realized conflict but not vote;
 - iii. The Member can remain in the room but not participate in the discussion or vote involving a realized conflict;
 - iv. The Member can provide his or her opinion regarding a realized conflict but must leave the room while the matter involving the realized conflict is discussed and voted upon;
 - v. The Member must remain out of the room while a realized conflict is being discussed and voted upon.
 - b. The Chief Executive Officer will ask for an email vote of the Executive Committee (minus the conflicted member, if the conflicted member is part of the Executive Committee) prior to the Board Meeting.
 - c. The Member(s) involved will be notified of the final decision of the Executive Committee.
 - d. If the Member(s) involved resolve said conflict, the Chief Executive Officer should be notified and the recommendation will be reversed.
 - e. Should a Member know ahead of time that they will have a conflict, they should email the Chief Executive Officer recusing themselves from that portion of the agenda. In this case, Facilitator recommendation and Executive Committee vote is not needed.
 - f. The Facilitator will attend live Board Meetings with the authority to stop discussions and invoke the Management Plan (part A above) without Executive Committee vote needed. This maintains objectivity during conflicted discussions.
3. To maintain transparency, all COI disclosures will be presented as an addendum to the Board Meeting Agenda and become a part of the formal record within the final Board Meeting Minutes.