

Policy Name:	ASPS/PSF Conflict of Interest Committee Position Description
Background / Purpose:	This document describes the duties and responsibilities of members of the Conflict of Interest Committee.
Keywords:	Position description, duties, responsibilities, qualifications
Program Area or Business Line:	Governance
Policy Sponsor (Staff Officer):	Michael D. Costelloe, Executive Vice President
Approving Body:	ASPS/PSF Executive Committee
Authorized Signatories:	Gregory Greco, DO, ASPS President and Howie Levinson, MD, PSF President
Effective Date of Policy:	October 2023
Next Review Date:	October 2028

Basic Function According to Bylaws:

Composition: The Conflict of Interest Committee shall consist of five (5) Active or Life Active Members who must have previous ethics, judicial, or conflict of interest experience. Candidates for the Member-at-Large positions may have gained their experience with ASPS or other organizations. Members of the ASPS or PSF Executive Committees may not serve on the Conflict of Interest Committee.

Election, Appointment and Term: Member(s) shall be elected or appointed for a term of three (3) years.

Three (3) positions will be filled by the immediate past chair of the Ethics Committee, the immediate past chair of the Judicial Council, and the immediate past chair of the Trustees, at the time of the commencement of their terms on the Conflict of Interest Committee. In the event an immediate past chair is unable to serve, an individual who has served as chair of the respective body within the past three years will be appointed by the Nominating Committee.

Two (2) Member-at-Large positions will be filled by the Nominating Committee. The Nominating Committee shall present to the membership at least one (1) or more nomination for each open Member-at-Large position. Individuals nominated shall provide the Committee with a wide variation in age, pattern, and location of practice. The Member-at-Large positions shall be elected by a majority vote of the Active and Life Active Members casting votes pursuant to Article IX.

Chair: One Committee member shall be elected Chair by a vote of the members of the Committee. The Chair of the Conflict of Interest Committee may not concurrently serve as the Chair of another ASPS or PSF Committee.

Duties: The Conflict of Interest Committee shall serve in an advisory and consultative role to the Board of Directors, Executive Committee, Nominating Committee and Officers of the Society and Foundation on conflict of interest matters; shall provide interpretation and guidance on issues affecting conflicts of interest, including affiliations with other for-profit and not-for-profit organizations; and shall recommend appropriate resolution of conflicts of interest, including resignation from a position or positions, and, when dictated by the circumstances, refer the matter to the Ethics Committee for investigation and possible sanction.

Vacancies: Any member of the Committee may resign by giving the Board Vice President of Finance and Treasurer written notice of his/her intention and the date upon which the resignation becomes effective. Vacancies occurring between the Annual Business Meetings shall be filled by the Board of Directors