



## **Conflict of Interest Committee**

### **Committee Charge**

The Conflict of Interest Committee's mandate is to assist the Board of Directors with the annual review of the SRS's conflict of interest policies and implementation of the conflict of interest policy. The committee serves as a panel to review potential conflicts of interest and make final determinations about resolution of potential conflicts. All determinations of the committee will be considered final and do not require approval from the Board of Directors.

### **Members**

The committee shall consist of three members. The Secretary/Treasurer will serve as Chair of the COI Committee. The other two members will be the Immediate Past President and a member-at-large as elected by the SRS membership. For the member-at-large position, self-nomination will be permitted, the term of the at-large member will run for two year terms commencing at the end of the annual meeting of the SRS. The election of the at-large member will occur at the same time as the election for the Board of Directors and Officers. The President and Executive Director shall serve as ex-officio members of the Conflict of Interest Committee. All members of this committee are required to adhere to the same Conflict of Interest policy as members of the Board of Directors.

### **Process**

The Conflict of Interest Committee will annually review the Conflict of Interest Policy, and propose changes to the Board of Directors. At the time of Board of Directors and Officers nominations and Committee Member volunteering, review COI's for possible conflicts, notifying the member, Nominating Committee and National Office of any conflicts.

### **Activities**

- Review the SRS Conflict of Interest Policy annually
- Recommend changes to the Board of Directors
- Review Conflict of Interest forms of nominees and volunteers to determine resolution of potential conflicts
- Notify Nomination Committee and Committee on Committee's Committee the Conflict of Interest Committee's decisions.

### **Committee Type**

Standing Committee

### **Appointing Authority**

Board of Directors

**Term of Committee**

The term of the Conflict of Interest Committee for the Member-At-Large and Past President is two years from the SRS business meeting held in conjunction with the SLEEP annual meeting to the business meeting the second year following, and concurrent with the Board Term of the Secretary/Treasurer.

**Term Limit**

The term limit is three years for Committee members. The term for Chairperson is three years. Individuals may be reappointed to the Committee following a one year rotation off the Committee.

**Chair Responsibilities**

1. Attends all meetings.
2. Accepts and supports the Committee's charge as determined by the SRS Board.
3. Plans Committee meetings and agenda with staff.
4. Exercises leadership.
5. Maintains records and relevant information on Committee work. The chair must be sufficiently informed to interact knowledgeably with other Committee members and staff.
6. Moves members toward participation and decision making.
7. Evaluates Committee efforts and communicates accomplishments to the Committee and to the SRS Board.

**Committee Policies**

1. The Committee shall meet on an annual basis, or more often, as necessary.
2. The Committee shall perform an annual review of the SRS's Conflict of Interest Policy.
3. The Committee will report recommendations of Conflict of Interest Policy changes at the winter meeting of the Board of Directors.
4. The Committee shall implement the Conflict of Interest policy.
5. The Committee serves as a panel to review potential conflicts of interest and make final determinations regarding resolution of potential conflicts.
6. The Committee communicates Conflict of Interest decisions to the Committee on Committees and Nominating Committees.