

POLICY NAME: NAMSS CONFLICT OF INTEREST POLICY

Purpose:

To ensure the integrity of NAMSS leadership positions, this policy defines conflict of interest disclosure requirements and resulting eligibility for all NAMSS Volunteer Leadership positions.

Policy Statement:

In addition to the policies set forth in this document, all potential and current volunteer leaders of NAMSS are asked to complete and adhere to the NAMSS Volunteer Leader Agreement, including disclosure of conflicts of interest at the time of application, time of appointment and annually and when circumstances change.

Volunteer Leader is defined by NAMSS as noted in the Volunteer Leader Agreement:

Volunteer Leader means:

- *Members of the Board of Directors*
- *Liaisons to the Board of Directors*
- *Committee Chairs and Members*
- *Certification Commission Chairs and Members*
- *Task Force and Work Group Chairs and Members*
- *Committee, Task Force and Work Group Advisors*

Conflict of Interest is defined by NAMSS as noted in the Volunteer Leader Agreement:

*Conflict of Interest means any existing or potential financial or other material interest of a Volunteer Leader that impairs or may impair his or her independence and objectivity in the discharge of responsibilities and duties to NAMSS. These interests may relate to employment; professional activities, including consultation or speaking engagements; family relationships; business or financial transactions; ownership interests in a product or company related to NAMSS activities; or personal affiliations, including a leadership position in another organization. **The existence of a Conflict of Interest is determined at the sole discretion of NAMSS.***

Procedures:

Candidates

At the time of application or nomination for any volunteer position within NAMSS, candidates must complete the Volunteer Leader Agreement and disclose any potential conflicts of interest. Review and determination of eligibility for candidates will be managed as follows:

- For Board of Director positions, the Leadership Selection Committee (LSC) will review disclosures and make determinations of eligibility.
- For Committee, Task Force and Work Group Chair, member and advisor positions, the NAMSS President will review disclosures and make determinations of eligibility, with input from the Executive Committee as necessary.

Elected or Appointed Volunteer Leaders

Once elected or appointed to a volunteer leader position, completion of the Volunteer Leader Agreement and disclosure of conflicts of interest are required annually and when circumstances change.

The Executive Committee of the Board of Directors will review submitted disclosures, determine whether or not a conflict of interest exists, and determine whether or not such conflict materially and adversely affects NAMSS' interests. If the Executive Committee determines that an actual or potential conflict of interest exists, the Executive Committee shall also determine an appropriate remedy.

Policy Review and Updates

The NAMSS Conflict of Interest Policy shall be reviewed annually by the NAMSS Board of Directors.

Board of Directors

Active Members of NAMSS are eligible for service on the NAMSS Board of Directors in the absence of a conflict of interest that materially and adversely affects NAMSS' interests, including any of the following specific conflicts of interest:

- Active consulting work (in full or part-time capacity) on products or services that compete with NAMSS offerings. This includes, but is not limited to:
 - Work with other healthcare professional associations
 - Work on educational products, services or strategy for third-party organizations. This includes but is not limited to:
 - Webinars
 - Podcasts
 - Courses
 - Conferences
 - Written products and resources
 - Work on certification products, services or strategy for third-party organizations
- Volunteer service or advisory board participation for other organizations involved in credentialing, privileging, practitioner or provider organizations, provider enrollment, quality, risk management and/or regulatory compliance in the healthcare industry (including NAMSS state-affiliate organizations). This includes:
 - Boards of Directors
 - Committees, work groups and task forces

Committee Chairs

Active Members of NAMSS are eligible for service as a committee chair in the absence of a conflict of interest that materially and adversely affects NAMSS' interests, including any of the following specific conflicts of interest:

- Active consulting work (in full or part-time capacity) on products or services that compete with NAMSS offerings. This includes, but is not limited to:
 - Work with other healthcare professional associations
 - Work on educational products, services or strategy for third-party organizations. This includes but is not limited to:
 - Webinars
 - Podcasts
 - Courses
 - Conferences
 - Written products and resources
 - Contributions to certification products, services or strategy for third-party organizations
- Serving as an elected or appointed leader on advisory boards for third-party organizations

- Serving as an elected or appointed leader on Board of Directors (in any position) for other organizations involved in credentialing, privileging, practitioner or provider organizations, provider enrollment, quality, risk management and/or regulatory compliance in the healthcare industry (including NAMSS state-affiliate organizations)

Committee Members

Active Members of NAMSS are eligible for service as a committee member in the absence of a conflict of interest that materially and adversely affects NAMSS' interests, including the following specific conflicts of interest:

- Active consulting work (in full or part-time capacity) on products or services that compete with NAMSS offerings. This includes, but is not limited to:
 - Work with other healthcare professional associations
 - Work on educational products, services or strategy for third-party. This includes but is not limited to:
 - Webinars
 - Podcasts
 - Courses
 - Conferences
 - Written products and resources
 - Contributions to certification products, services or strategy for third-party organizations
 - Service as President or President-Elect of NAMSS state-affiliate organizations

Liaisons to the Board of Directors

Active Members of NAMSS are eligible for service as a liaison to the NAMSS Board of Directors in the absence of a conflict of interest that materially and adversely affects NAMSS' interests, which *may* include any of the following specific conflicts of interest:

- Active consulting work (in full or part-time capacity) on products or services that compete with NAMSS offerings. This includes, but is not limited to:
 - Work on educational products, services or strategy for third-party organizations. This includes but is not limited to:
 - Webinars
 - Podcasts
 - Courses
 - Conferences
 - Written products and resources
 - Contributions to certification products, services or strategy for third-party organizations

Task Force and Work Group Chairs and Members

Active members of NAMSS are eligible for service as a task force or work group chair or in the absence of a conflict of interest that materially and adversely affects NAMSS' interests, which *may* include any of the following specific conflicts of interest:

- Active consulting work (in full or part-time capacity) on products or services that compete with NAMSS offerings. This includes, but is not limited to:
 - Work with other healthcare professional associations
 - Work on educational products, services or strategy for third-party organizations. This includes but is not limited to:

- Webinars
 - Podcasts
 - Courses
 - Conferences
 - Written products and resources
- Contributions to certification products, services or strategy for third-party organizations

Committee, Task Force and Work Group Advisors

Affiliate, Vendor and Honorary members of NAMSS are eligible for special appointment to an advisory position for a committee, task force or work group in the absence of a conflict of interest that materially and adversely affects NAMSS' interests, which *may* include any of the following specific conflicts of interest:

- Active work (whether through consulting, contracting or employment in a full or part-time capacity) on products or services that compete with NAMSS offerings. This includes, but is not limited to:
 - Work with other healthcare professional associations
 - Work on educational products, services or strategy for third-party organizations. This includes but is not limited to:
 - Webinars
 - Podcasts
 - Courses
 - Conferences
 - Written products and resources
 - Contributions to certification products, services or strategy for third-party organizations

Advisory positions to committees, task forces and work groups shall be appointed by the NAMSS President for specific subject matter expertise or to complete a special project. Advisory positions are not eligible to vote on committee, task force or work group matters and are not considered standing members of a committee, task force or work group.

Effective Date of Policy:

Volunteer Leaders serving at the time of the approval of this policy (5/23/2023) will be allowed to continue serving, but must resolve their conflict of interest or resign their Volunteer Leader position by 12/31/2023.

Candidates for Volunteer Leadership positions in 2023 will be required to adhere to the Conflict of Interest Policy.