



## **CONFLICT OF INTEREST COMMITTEE COMMISSION**

### **MISSION:**

This Committee will oversee and coordinate the activities relevant to the ILCOR-approved COI process at all levels.

### **REPORTS TO:**

ILCOR Board

### **NUMBER OF MEMBERS:**

3-5

### **APPOINTED VOTING MEMBERS:**

- Chair
- Vice-Chair
- At-Large Members (1-3)

### **Qualifications:**

- Expertise in conflict-of-interest areas.
- Knowledge of fundamentals of intellectual and financial conflicts of interest.
- Excellent communication and negotiating skills.
- Serving as a volunteer.
- Not a current Board member.

### **EX OFFICIO MEMBERS:**

- ILCOR Coordinator (non-voting)
- ILCOR Operations Manager (non-voting)
- AHA Advisor of Science & Health Advancement (non-voting)
- Immediate Past Chairman (non-voting)

### **METHOD OF APPOINTMENT:**

Initial Chairperson and members will be appointed by the Board. Subsequent years will follow standard nominations process. Appointment will adhere to the ILCOR policy on appointment. Chair and Vice Chair will be posted on the ILCOR website and applications will be accepted from all qualified candidates.

The ILCOR nominating committee will make recommendations to ILCOR Board for Members, Chair, and Vice-Chair position. If all applicants are equally qualified the offer of an appointment will consider the following priorities in order:

- Balance across ILCOR councils.
- Balance across genders.
- Diversity across career levels (early, mid, senior).

**TERM OF OFFICE:**

- Terms start July 1 and end June 30.
- The Chair and Vice-Chair are appointed for a 3-year term with eligibility for three additional 1-year terms.
- Members are appointed for a 2-year initial term with eligibility for three additional 1-year terms.
- Subsequently, all member terms will be staggered for 2, 3 or 4 years.
- Non-performance will be managed in accordance with ILCOR policy.

**FREQUENCY OF MEETINGS:**

Annually and as determined by the Chair. Quarterly reports are provided to the board, and an annual report is to be shared at the annual ILCOR/GA meetings.

**QUORUM FOR VOTE:**

50% of voting members comprise the quorum and must include either Chair or Vice-Chair.

**COMMITTEE RESPONSIBILITIES & OBJECTIVES:**

- Ability to meet as needed when necessary to resolve conflict of interest issues.
- Administer COI policies as contained in the Articles of Incorporation and Internal Rules
- Ability to meet deadlines.
- Ability to communicate and dialogue with ILCOR members on the COI process
- Ensure that the ILCOR manages real and potential conflict of interest situations in an open and effective manner, in order to ensure preservation of the public trust in the integrity of ILCOR's process and products.
- Ensure that potential conflicts are disclosed and managed effectively.
- Review each participant's disclosure: annually and when substantive changes occur.
- Communicate with participants as needed to clarify relationships and potential conflicts.
- Oversee and coordinate the activities relevant to the ILCOR approved COI process at all levels.
- Attend assigned meetings.
- Maintain close communication with Task Force and SAC Chairs to meet the COI needs of the Task Forces and SAC.
- Monitor new developments in Conflict-of-Interest principles and adjust the ILCOR COI process appropriately.