



ETHICS COMMITTEE CHARGE

Number of Members 9

Must be an odd number for purposes of voting

Composition

Members shall include a Chair and a Vice Chair, two prior senior volunteer leaders (Past Presidents or former Trustees), a non-EP who has served on an ethics committee for another organization and four to six at-large members representing diverse constituencies, including a pediatric and basic science representative. The Society's legal counsel shall serve as a non-voting expert resource. The Chair may invite guests as needed to expedite information sharing.

Method of Appointment

The Committee Chair, Vice Chair and members shall be appointed by the President and/or Vice President, in consultation with the Chief Executive Officer.

Term of Office

One year. Reappointment for two additional, consecutive one-year terms is permissible.

Accountability

Reports to: Board of Trustees

Key Relationships: Accreditation and Assessment Committee, Executive Committee, Education Council, Digital Education Committee, Health Policy and Regulatory Affairs Committee; Scientific and Clinical Documents Committee; others as warranted

Purpose

To safeguard the Society's reputation as an ethical organization.

Responsibilities

- Ensure compliance with the Society's *Code of Ethics and Professional Standards*.
- Ensure that the Society's policies, procedures, and sanctions are fully communicated to Members and participants in educational activities, products and services, and publications.
- Orient officers, trustees and committee chairs to their obligations and responsibilities under the *Code of Ethics and Professional Standards*.
- Oversee regular submission and random auditing of disclosure statements provided by volunteers, staff, and educational participants.

- Oversee a mechanism for the reporting of potential violations at educational activities by Members, staff, and attendees.
- Investigate reports of potential violations.
- Impose and enforce sanctions or other judgments that are consistent, impartial, and fair.
- Oversee a mechanism for an independent appeals process.
- Review proposals for new initiatives referred by the Accreditation and Assessment Committee, other committees, or Management for potential conflict of interest.
- Act upon hardship waiver requests from officers and the journal editor.
- Coordinate with the Accreditation and Assessment Committee to ensure that the Society's disclosure and conflict of interest procedures align with the Accreditation Council for Continuing Medical Education's accreditation standards.
- Periodically evaluate the effectiveness of the Society's *Code of Ethics and Professional Standards* and whistleblower policies and recommend revisions to the Board.
- Biennially review, assess, and update committee policies and procedures.

Decision-Making Authority

- Establish committee procedures, including auditing, reporting and appeals.
- Conduct investigations.
- Levy and enforce sanctions.
- Authorize waivers.

Meeting Frequency

At least two meetings annually, by teleconference or face-to-face. Additional meetings as needed.

Estimated Time Commitment

Up to 1 hour per month

Scheduled

Committee Conference Calls (monthly, as needed)

Ad Hoc

Conference calls needed

Busiest Times of the Year

Prior to Board meetings (September, January, May)

Limitations

Ethics Committee members must have disclosure totals less than \$100,000, excluding institutional research and fellowship support and less than \$50,000 for a relationship with a single company.