

The American Society of Breast Surgeons Conflict of Interest Policy

Definition:

A conflict of interest arises when a person in a position of authority, either the elected leadership, committee chair persons, committee members, or staff may benefit financially from a decision he or she could make in such capacity. Duties to other organizations, such as serving on a board, do not constitute a conflict of interest.

Policy:

1. All members of the board of directors, committees, and senior administrative staff will sign a disclosure of financial relationships form acknowledging no conflicts of interest or noting any areas of potential concern.

Annually, all members of the board of directors, committees, and senior administrative staff will sign a written disclosure of financial relationships form acknowledging no conflicts of interest or noting any areas of potential concern. This signed disclosure forms will be available prior to the all meetings and will be included with the meeting agenda. The signed statements will be forwarded to the Ethics Committee for review on at least an annual basis.

2. At the beginning of every meeting, the president or the committee chair will ask if there are any additional potential conflicts that should be brought to the attention of the members in attendance, and the minutes will reflect the response.

3. Even though potential conflicts of interest will be recorded as outlined above, every leader has a duty to remind others of the potential conflict anytime verbal or written discussion involves an area where a committee member might have a conflict. Whenever there is a potential conflict of interest, the board or committee member will recuse himself or herself from discussing and voting on the matter involving the conflict.

4. Previously undisclosed conflicts of interest, whether reported by the individual with the potential conflict, discovered through the normal course of Society business, or reported by any member or staff person, will be sent to the President or Executive Director for discussion and recommendations. If the potential conflict involves the president, the report will go through the chair of the board of directors. The board of directors will have final authority over such matters.

5. Each year at the annual business meeting the president will provide the membership with a summary of any disclosed conflicts for the past year including the disposition of any conflicts which required board action. A list of leaders who reported no conflicts will be included.

The American Society of Breast Surgeons
Conflict of Interest Policy Attestation

I have read the conflict of interest policy and will abide by the policy.

Name: _____

Position: _____

Signature _____ Date _____