PASCV CONFLICT OF INTEREST STATEMENT

The members of Council and Committees of the Pan American Society for Clinical Virology (PASCV) understand the importance of serving the Society and its members to the best of their ability and with the highest degree of duty, loyalty, and care. To best serve the Society, PASCV Council adopts the following Conflict of Interest Statement for Officers, Councilors and Committee Members of PASCV (hereinafter Volunteers).

A conflict of interest is defined as a transaction or relationship which presents or may present a conflict between a Volunteer’s obligations to PASCV and the Volunteer’s personal, business, or other interests. All conflicts of interest are not necessarily prohibited or harmful to PASCV. However, full disclosure of all actual and potential conflicts is required and will be assessed prior to appointment or election.

A Volunteer shall:

- NOT have a direct or indirect financial interest that conflicts, or appears to conflict, with official duties and responsibilities.
- NOT engage in, directly or indirectly, a personal or business matter or transaction that is based upon one’s official position or authority or upon confidential information that one has gained by reason of such person or authority.
- NOT act in any way or create the appearance of: granting unfair preferential treatment to any person, company, or Society; impeding PASCV efficiency or economy; losing independence or impartiality; or affecting adversely the confidence of the public in the integrity or professionalism of PASCV.
- Conduct and hold PASCV matters in confidence and will neither disclose information nor distribute materials obtained unless directed to do so.

All Volunteers will be provided a copy of the Policies and Procedures Manual and are required to complete and sign the acknowledgement and disclosure form disclosing all business, financial, and organizational interests and affiliations related to the interests and mission of
PASCV. The Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any), e.g., recusal from voting, inability to serve on a committee.

**STATEMENT OF INCLUSIVITY AND ANTI-HARASSMENT**

PASCV is committed to providing an environment that encourages the free expression and exchange of scientific ideas and promotes equal opportunities in which people are treated with dignity, decency, and respect. PASCV welcomes members and participants of all races, colors, national origins, ages, religions, disability statuses, genders, sexual orientations, gender identities, and marital statuses. PASCV prohibits any and all forms of harassment, bullying, and discrimination.

**BENEFITS OF SERVING ON COUNCIL AND COMMITTEES**

The field of clinical virology continues to grow at a rapid pace, along with related challenges and opportunities. The number and scope of PASCV projects are also growing. PASCV members have the opportunity to help shape the field and to support PASCV’s Strategic Plan by serving on a committee or Council. PASCV activities focus on clinical virology education and clinical virology practice assistance/advocacy. These programs are developed independently and in collaboration with other societies. It is envisioned that these activities will expand PASCV’s scope and stature by fueling increased membership and enhancing public recognition.

**COUNCIL**

*Council Composition*

The Council shall consist of eleven (11) Councilors, namely, the current officers of the Society, President, President-Elect, Immediate Past-President, and Secretary-Treasurer, and seven additional Councilors as elected by the Members. Terms for Councilors and officers are outlined in the By-laws and described in the descriptions of each position below. Councilors will be elected prior to the Annual Business Meeting. Councilor terms will begin and end on the day of the Annual Business Meeting.

*Qualifications to Serve*

Any PASCV member in good standing with annual dues paid may serve on Council. Councilors must be elected by the Members. Councilors should:

- Have a high interest in PASCV and its programs.
- Be able and willing to participate in Council programs and meetings.
- Be able to work cooperatively as a team member.
- Be an individual who is an established or rising leader in the field of clinical virology as viewed by his/her peers.

*Councilor Expectations*
Accept and follow through on all assignments from the Executive Committee.

Promptly acknowledge all communications from Councilors, Executive Committee, and PASCV staff including notification of availability for meetings and conference calls.

Participate in all Council conference calls and review agenda prior to each call to enable active participation.

Participate in discussion and work product so that work is equitably spread among Council members and so that sound, thoroughly deliberated decisions can be made.

Attend face-to-face meetings as scheduled.

**Councilor Responsibilities**

In addition to the responsibilities outlined in the By-laws, Councilors shall:

- Serve as a Committee Chair (if appointed by the Executive Committee) and represent their committee to the Council to provide information about the activities and accomplishments of the committee, and/or to request discussion or approval of specific committee activities, projects, and expenditures.
- Participate in projects and tasks as assigned by the Executive Committee that fulfil the Society’s Strategic Plan and mission.
- Actively network with others to share the Society’s mission and programs to increase involvement within the Society and enhance the sense of community within diagnostic virology.

**EXECUTIVE COMMITTEE**

*Executive Committee Composition*

The President, Immediate Past-President, President-Elect, and Secretary-Treasurer shall constitute the Executive Committee of the Council. The Executive Committee has the authority to act on behalf of the Council, to exercise all the powers of the Council in the management and direction of the corporation and conduct the affairs of the corporation except that it shall not have the powers to regulate annual dues.

*Executive Committee Responsibilities*

In addition to the responsibilities outlined in the By-laws, members of the Executive Committee shall:

- Establish policies and procedures consistent with the Association’s purposes and in accordance with the By-laws.
- Determine the position descriptions and appoint chairs for the various functional groups, e.g. committees.
- Hire, oversee, and manage the Administrative Director
- Review, revise, and approve the annual operating budget.
- Set the dues structure and meeting registration fees.
● Identify, develop, and manage financial sponsorships that will ensure consistent revenue for the Society to fulfill its mission.
● Establish and maintain strategic partnerships with societies, institutions, and companies that compliment PASCV’s mission and Strategic Plan.

*President Responsibilities*
In addition to the responsibilities outlined in the By-laws, the President shall:

● Serve as Chairperson of the Council and the Executive Committee.
● Serves as an ex officio member of each committee.
● Preside over the annual Business Meeting.
● Work with the Administrative Director and Council to facilitate the development and implementation of the Strategic Plan.

*President-Elect Responsibilities*
In addition to the responsibilities outlined in the By-laws, the President-Elect shall:

● Serve as Vice Chairperson of the Council and the Executive Committee
● Work closely with the President and Administrative Director to ensure the implementation of the Society’s strategic goals.
● Represent PASCV on behalf of the President as needed.
● Lead special projects, chair short term *ad hoc* committees, etc. as determined by the Executive Committee in order to assure the implementation of PASCV’s strategic goals.

*Immediate Past-President Responsibilities*
In addition to the responsibilities outlined in the By-laws, the Immediate Past-President shall:

● Facilitate transition of PASCV leadership in election years.
● Lead special projects and initiatives, chair *ad hoc* committees, etc. as determined by the Executive Committee in order to assure the implementation of PASCV’s strategic goals.

*Secretary-Treasurer Responsibilities*
In addition to the responsibilities outlined in the By-laws, the Secretary-Treasurer shall:

● Present the financial report at the annual Business Meeting.
● Initiate and oversee preparation and filing of annual taxes by professional CPA.
● Perform monthly reconciliation of bank accounts and provide status reports to Council as warranted.
● Work with the Administrative Director to maintain and store meeting minutes and other Society documents.
COMMITTEES

Composition
Committees are led by a Chair appointed by the Executive Committee and composed of appointed members who volunteer their time and expertise to advance PASCV’s mission. All committees are responsible for supporting the mission and Strategic Plan of the Society.

Committee Chair
The terms of service to a committee is for two years, with reappointment for a maximum of one additional term. Committee Chairs will be identified and appointed prior to the start of the Annual Business Meeting. The term of service will conclude annually at the beginning Annual Business Meeting.

Committee Member
The term of service to a committee is for one year, with reappointment for a maximum of three additional consecutive terms on any single committee, unless otherwise agreed upon by the Executive Committee. Committee members’ total terms on a single committee should be staggered to provide continuity. The number of committee volunteers will be determined by each Chair, but should not be less than 3 or more than 9. Committee members will be identified and appointed within one month after the Annual Business Meeting by the Chair. The term of service will conclude annually at the beginning Annual Business Meeting. New committee members, approved by the Chair, are welcome to join at any time with their term ending at the beginning of the Annual Business Meeting.

Qualifications to Serve on a Committee
Any PASCV member in good standing with annual dues paid may serve on a committee. PASCV committee members must have a high interest in PASCV and its programs, ability and willingness to participate in committee’s programs and meetings, and ability to work cooperatively as a team member.

Committee Chair Responsibilities
The appointed Committee Chair will:

- Recruit, review, appoint, and approve members to serve on the committee on an annual basis.
- Serve as Chairperson for the committee and make executive decisions on behalf of the committee that align with PASCV’s mission and Strategic Plan.
- Ensure that the committee designs, implements, and accomplishes projects that directly align with PASCV’s mission, Strategic Plan, and committee description.
- Regularly communicate with committee members to ensure that projects are completed in a timely manner.
- Act as a liaison between the committee and Council.
• Oversee committee meetings, set agenda, and provide written follow-up to committee members post-meeting to summarize project status and action items.

Committee Member Responsibilities
By joining a committee, volunteers agree to follow the policies and procedures outlined in this document. If a committee member is unable to meet these participation standards, they may be asked to step down or not be reappointed by majority decision of the Executive Committee. Committee members must:

• Accept and follow through on all assignments from the Committee Chair.
• Promptly acknowledge all communications from Council, Committee Chair, co-committee members and PASCV staff including notification of availability for meetings and conference calls.
• Participate in the majority of committee conference calls and review agenda prior to each call to enable active participation. It is required that committee members notify the Committee Chair or Administrative Director if they are unable to attend.
• Actively participate in and contribute to all committee projects and tasks to ensure that work is equitably spread among the committee members.

PASCV MOLECULAR VIROLOGY WORKSHOP ORGANIZING COMMITTEE

Roles and Responsibilities
The Molecular Virology Workshop (MVW) is an annual event hosted by the Pan American Society for Clinical Virology (PASCV). MVW focuses on providing educational content related to practical issues in the area of molecular diagnostics. The workshop is planned and facilitated by an organizing committee, which plays a central role in developing the program and moderating the event. The core structure of the MVW organizing committee is as follows:

1. Senior organizing member (3-5 years of experience on the committee)
2. Organizing member (1-3 years of experience on the committee)
3. Junior organizing member (new member to 3 years of experience)
4. PASCV President (ex officio member)
5. PASCV Administrative Director (ex officio member)

Due to continuing medical education (CME) requirements, the organizing committee should consist mainly of members working at academic healthcare institutions, medical centers, and/or community hospitals. A representative from industry can serve as a member of the organizing committee to provide the perspective of diagnostic test manufacturers, coordinate industry events at MVW, and moderate non-CME presentations.

Qualifications
Members of the MVW organizing committee should be leaders, or emerging leaders, in the field of molecular diagnostics. Committee members should hold the following qualifications:
1. Hold a degree of M.D. and/or Ph.D.
2. Have > 5 years of experience in clinical molecular diagnostics
3. Be board-certified in medical/public health microbiology or clinical pathology
4. Be currently leading or have previously led a clinical laboratory performing molecular diagnostic testing
5. Possess excellent communication skills and a strong interest in education

Roles/Responsibilities
The MVW organizing committee meets virtually 5-10 times/year to plan the event, develop the program, and identify speakers. In addition, committee members have the following responsibilities:

1. Attend > 90% of planning meetings
2. Be an active participant in discussing topics, identifying/inviting speakers, and planning any aspect related to the workshop (e.g., social events, corporate sponsorship/events, etc.)
3. Be an active leader in the promotion and marketing of the workshop
4. Attend the workshop and play an active role in introducing speakers, moderating sessions and facilitating Q&A

Term and Compensation
The term limit is a minimum of 3 years, with an option to extend for a one year annual term for a total of additional 2 years (i.e., maximum of 5 years total). Extensions will be determined by the PASCV President and Senior Organizing member. Committee members will be volunteers; however, the society will cover the registration cost of the workshop and reimburse travel/lodging expenses required to attend the workshop up to $1000.

ADMINISTRATIVE DIRECTOR
The Administrative Director serves as an ex officio, non-voting member of the Executive Committee and reports to the President.

Administrative Director Qualifications
The Administrative Director must be thoroughly committed to PASCV’s mission and show strong leadership, organization, and association management experience. The Administrative Director must have the ability to work effectively in collaboration with diverse groups of people. The Administrative Director must be action-oriented, entrepreneurial, adaptable, and maintain an innovation approach to the business operations of the Society.

Administrative Director Responsibilities
The Administrative Director will manage the day-to-day operations of the Society and have operational responsibility for PASCV programs. The Administrative Director shall:
• Be responsible for implementation of programs that carry out the Society’s mission and Strategic Plan.
• Recommend timelines and resources needed to achieve the Society’s Strategic Plan.
• Ensure effective policies, procedures, and systems are in place.
• Be responsible for communicating effectively with the Council and providing, in a timely and accurate manner, all information necessary for the Council to function properly and to make informed decisions.
• Perform other duties as assigned by the Council.

STRATEGIC PLANNING POLICY
Facilitated by the President, PASCV will develop and implement a Strategic Plan that provides direction for both long and short-term decision-making by Council and the Administrative Director to fulfill the mission of the Society. The Strategic Plan will:

• Support the mission of the Society and member needs.
• Be developed by the President and finalized with Council’s review and approval.
• Outline major initiatives and goals and timetable to achieve those initiatives and goals with measurable outcomes.
• Be re-evaluated every two years coinciding with the elections and term of the incoming President.