

PASCV

PAN AMERICAN
SOCIETY FOR
CLINICAL VIROLOGY



Policies and Procedures Manual

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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 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 meeting as scheduled.

Councilor Responsibilities

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

- Serve as a committee chair 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 or projects.
- Be responsible for the successful operation and development of the committee that they lead.
- Ensure that their committee designs initiatives and accomplishes projects that achieve the strategic plan of the society.
- Regularly communicate with their committee members to ensure that projects are completed in a timely fashion.

Note: These responsibilities apply to Councilors only. Responsibilities of Officers and those belonging to the Executive Committee are listed below under *Executive Committee*.

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.

President Responsibilities

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

- Serve as Chairperson of the Council and Chairperson of the Executive Committee of the Council.
- Preside over the annual business meeting.
- Work with the Administrative Director and Council to facilitate the evolution 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 a co-chair of the Molecular Virology Workshop Committee to plan the workshop program with the other appointed co-chairs and to serve as Molecular Workshop Committee liaison to Council.
- Work with the Executive Committee to appoint 2 members to serve as co-chairs of the Molecular Virology Workshop Committee.

Immediate Past-President Responsibilities

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

- Lead special projects, chair short term *ad hoc* committees, as determined by the Executive Committee in order to assure the implementation of PASCV strategic goals.
- Identify and assess opportunities and challenges that affect PASCV interests and make recommendations for potential relationships and opportunities that can help PASCV achieve its strategic plan. This information is to be presented to Council on a quarterly basis.

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.
- Recommend opportunities to increase revenue and streamline expenditures.
- 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

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 Council. Council members' total terms on a single committee should be staggered to provide continuity. Council members may serve as chair or co-chair of committees. 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. 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 Member Responsibilities

By joining a committee, volunteers agree to follow the policies and procedures outlined in this document. Committee members must:

- Accept and follow through on all assignments from Council
- 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.
- Participate in discussion and work product so that work is equitably spread among the committee

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.

Molecular Virology Workshop Committee

- The President-Elect may serve as a committee co-chair during their 2-year term as President-Elect.
- Up to two (2) additional committee members will be appointed to serve.
- These appointed members will each serve a 3 year term. The committee may request a term extension of one year for a single member, augmenting the number of co-chairs to 4 in years when only a single member is experienced. The request will be reviewed and approved by a majority vote of Council.
- Committee terms will be staggered so that there is always a novice and experienced member in addition to the President-Elect who will represent Council and serve as a liaison between the committee and Council.

ADMINISTRATIVE DIRECTOR

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. The Administrative Director is hired and evaluated by Council.

Administrative Director Responsibilities

Reporting to the Council, 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.
- Recommend timelines and resources needed to achieve the society's strategic goals.
- 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

PASCV will establish an ongoing strategic planning process by which it translates its mission and values into actionable and measurable goals, strategies, initiatives, and programs. The plan will provide direction for both long and short-term decision-making by Council and the Administrative Director to fulfill the mission of the society. The strategic planning process will incorporate the following components:

- Assessment of strengths, weaknesses, opportunities, and threats
- Critical assumptions about the future
- Written, Council-approved strategic plan outlining major initiatives and goals and timetable to achieve those initiatives and goals with measurable outcomes.

At a minimum of every four years, or as needed, PASCV will engage in a comprehensive, data driven assessment and adoption of a strategic plan. The strategic plan is an overarching document that should drive related organizational plans for such areas as educational programs/resources, clinical practice, advocacy, career development/mentorship, membership expansion, information systems, and human resources. PASCV Council will engage in an annual review of the strategic plan and Policies and Procedures Manual so the organization's goals, strategic initiatives, and policies remain current and reflect contemporary conditions.