



## *Volunteer Application*

Committees, Subcommittees and Task Forces are appointed by the President and exist to carry out A.S.P.E.N. goals and objectives, as well as to enhance the member's depth of involvement in his/her career and expand his/her network of colleagues. Committees have long-term, on-going responsibilities and Subcommittees work in cooperation with its parent Committee. Task Forces have more limited, short-term charges. Most appointments begin June 1, but individual members may be appointed any time a vacancy exists, and new task forces may be created throughout the year. To be considered as a Committee, Subcommittee or Task Force member, complete this form and send it with your curriculum vitae to Deborah Timmons, Program Director for Membership, A.S.P.E.N., 8630 Fenton Street, Suite 412, Silver Spring, MD 20910. If you have any questions regarding committee service, you can reach Deborah Timmons at [deborah@aspen.nutr.org](mailto:deborah@aspen.nutr.org) or 301.920.9130.

**Application Deadline for 2012-2013 is  
March 1, 2012**

# Volunteer Application

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## Contact Information

Name and Credentials	
Position Title	
Street Address	
Employer	
Mailing Address	
City/State/Zip	
Work/Home/Fax numbers	
E-Mail Address	

## Available Committees

Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice for service

### \_\_\_ Abstract Review Committee

Reviews, ranks and selects scientific and clinical practice abstracts submitted for presentation at Clinical Nutrition Week. Committee members should have experience submitting abstracts for review, and/or reviewing scientific or clinical practice abstracts or manuscripts. *(This committee meets via conference call with the bulk of its work conducted in the Fall.)*

### \_\_\_ Clinical Nutrition Week (CNW) Monitoring Committee

Responsible for monitoring and critically evaluating CNW education sessions and reporting findings and recommendations to the CNW Planning Committee. *(Must be attending CNW to participate on this committee.)*

### \_\_\_ Clinical Practice Committee

Oversees the development and revision of clinical guidelines, standards, and position papers related to clinical issues. *(This committee meets primarily via conference call, and face-to-face at Clinical Nutrition Week.)*

### \_\_\_ Education & Professional Development Committee

Oversees the planning and evaluation of all of A.S.P.E.N's education programs and approves all education offerings for CE credits. *(This committee meets primarily via conference call, and face-to-face at Clinical Nutrition Week.)*

### \_\_\_ Membership Committee

Responsible for enhancing the member experience through annual review of member categories and benefits, recommending new membership categories and assisting with annual member promotion and retention efforts. *(This committee meets primarily via conference call, and face-to-face at Clinical Nutrition Week.)*

### \_\_\_ Chapter Affairs Subcommittee

Subcommittee of the Membership Committee. Responsible for recommending actions to the Membership Committee on the following issues: 1) monitoring compliance with Chapter status and recommending any courses of action for non-compliance; 2) recommending chapter member benefits; 3) creating and rolling out a succession plan for chapter leadership; and 4) identifying growth opportunities for Chapters. *(This committee meets primarily via conference call)*

**\_\_\_Section Affairs Subcommittee**

Subcommittee of the Membership Committee. Responsible for recommending actions to the Membership Committee on the following issues: 1) monitoring compliance with Section status and recommending any courses of action for non-compliance; 2) recommending Section member benefits; 3) creating and rolling out a succession plan for section leadership; and 4) identifying growth opportunities for Sections. *(This committee meets primarily via conference call)*

**\_\_\_Online Community Subcommittee**

Subcommittee of the Membership Committee. Responsible for recommending actions to the Membership Committee on the following issues: 1) identifying additional groups to be created; 2) identifying key contributors within the Community for future leadership roles and involvement in A.S.P.E.N.; and 3) identifying additional opportunities to grow the Community. *(This committee meets primarily via conference call)*

**\_\_\_Nutrition Support Review Course Committee**

Responsible for planning the live in-person and virtual review courses. This course is considered a prep course for those preparing for certification exams. Members of this committee cannot be involved in any type of certification exam committee. *(This committee meets primarily via conference call)*

**\_\_\_ Publications Review Committee**

Anticipates and responds to the changing professional needs of members by providing ideas and making recommendations for innovative publications and products. *(This committee meets primarily via conference call, and face-to-face at Clinical Nutrition Week.)*

**\_\_\_ Public Policy Committee**

Sets the agenda and develop initiatives related to public policy and advocacy for A.S.P.E.N. *(This committee meets primarily via conference call, and face-to-face at Clinical Nutrition Week.)*

**\_\_\_ Research Committee**

Selects the recipients of A.S.P.E.N research awards and the A.S.P.E.N. Rhoads Research Foundation grants. Committee members should have experience in both clinical and basic research. *(This committee meets primarily via conference call, and face-to-face at Clinical Nutrition Week.)*

**\_\_\_Self-Assessment Committee**

Solicits reviews and approves questions, rationales and references for the self-assessment program. This self assessment program is considered a prep course for those preparing for certification exams, members of this committee cannot be involved in any type of certification exam committee. *(This committee meets primarily via conference call and online, and face-to-face at Clinical Nutrition Week.)*

**\_\_\_ Ad-Hoc Participation**

I don't have a preference of committees but I am interested in volunteering wherever there is a need. *(Participation is on a project-by-project need basis.)*

\_\_\_ I would like to share my expertise by mentoring

\_\_\_I would like to serve as a mentor to a new practitioner.

## Previous Service on A.S.P.E.N. Committees

Summarize your previous volunteer experience.

### **Primary Specialty**

Please check one.

- Cardiology
- Clinical Nutrition
- Critical Care / Trauma
- Endocrinology
- Gastroenterology
- Geriatrics
- Infusion Therapy / Preparation
- Internal Medicine
- Neonatal
- Nephrology
- Neurology
- Nutrition Support
- Obstetrics / Gynecology
- Oncology
- Pediatric Gastroenterology
- Pediatrics
- Pediatric Surgery
- Physical Medicine and Rehabilitation
- Student / Trainee
- Surgery
- Veterinary Medicine
- Weight Management
- Not Currently Practicing
- Other: \_\_\_\_\_

## Conflict of Interest Disclosure Statement

I have read and understand the A.S.P.E.N. Conflict of Interest Policy and agree to abide by all of its terms. I will complete this statement each year of my service to A.S.P.E.N. and submit amendments during the year if applicable. I understand that I am not to participate in any decision or vote on an issue in which I may have conflicts of interest, and that my disclosures will not preclude service to A.S.P.E.N., except where required by continuing education accrediting bodies.

- I have nothing to disclose
- I disclose the following (attach an additional sheet if necessary)
  - Service to a commercial entity as a paid or non-paid consultant or employee  
\_\_\_\_\_  
\_\_\_\_\_
  - Personal holdings in any commercial entity which provides products or services related to nutrition support  
\_\_\_\_\_  
\_\_\_\_\_
  - Receipt of support from commercial or other sources related to nutrition support  
\_\_\_\_\_  
\_\_\_\_\_
  - Service in a fiduciary role for related organizations  
\_\_\_\_\_  
\_\_\_\_\_
  - Service as a paid or non-paid consultant to A.S.P.E.N. or as a vendor to A.S.P.E.N. or one of its affiliates  
\_\_\_\_\_  
\_\_\_\_\_
  - Hold investments (outside of mutual funds) in any entity that deals with A.S.P.E.N. in any commercial capacity  
\_\_\_\_\_  
\_\_\_\_\_
  - Direct or indirect interest in or relationship with any individual or organization which A.S.P.E.N. currently has, or proposes to enter into, a transaction or arrangement involving the sale, purchase, lease or rental of property or other asset; the provision of services; or investments  
\_\_\_\_\_  
\_\_\_\_\_
  - Have family members or business associates that have any of the relationships described in this document  
\_\_\_\_\_  
\_\_\_\_\_
  - Other  
\_\_\_\_\_

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

## A.S.P.E.N. CONFLICT OF INTEREST POLICY

### SECTION 1. PREFACE

The effectiveness of A.S.P.E.N.'s programs and services and its ability to positively influence patient care is dependent on the voluntary participation of our members. The Society prides itself on a high level of member involvement, and wishes to continue this extraordinary level of participation.

In order to assure credibility and effectiveness, A.S.P.E.N. must assure the integrity of deliberations and decisions and maintain sensitivity to and vigilance for conflicts of interest. Conflict of interest arises whenever personal or professional interests are potentially at odds with the best interests of A.S.P.E.N. Conflict of interest is difficult to define, yet many people think they know it when they see it. Most conflicts fall into a gray area of ethics, where public perception can be the determining factor.

Given the complexity of the healthcare environment and its finances, most professionals are likely to have a potential conflict at some point in their career. The Society does not view the existence of these interests or commitments as necessarily implying bias or decreasing the value of an individual's participation in Society activities. This policy is intended to help identify circumstances which may create conflicts or apparent conflicts and to respond appropriately to prevent their influencing the activities of the Society. The circumstances may arise either when an individual is acting as a Society representative, working on A.S.P.E.N. activities, or is A.S.P.E.N. staff.

It is A.S.P.E.N.'s intention to allow as full participation as possible consistent with a policy that seeks to minimize and/or eliminate conflicts.

### SECTION 2. COVERED INDIVIDUALS

This conflict of interest policy pertains to all individuals holding the following positions in A.S.P.E.N.:

- 2.1 Board of Directors
- 2.2 Committee and task force members
- 2.3 Section leaders
- 2.4 Editors of *JPEN* and *NCP*
- 2.5 Editors and authors of all other publications
- 2.6 Staff
- 2.7 In order to comply with accreditation requirements for providing continuing education, any

individual serving as a member of committees or task forces involved in planning continuing education, and faculty members in an A.S.P.E.N. program, will be required to follow regulations established by the accrediting bodies.

- 2.8 *JPEN* and *NCP* authors will be required to comply with those publications' disclosure policies.

### **SECTION 3. POTENTIAL CONFLICTS OF INTEREST**

Potential Conflicts of Interests or commitments include, but may not be limited to:

- 3.1 Serving a commercial entity as a paid or non-paid consultant or employee
- 3.2 Personal holdings in any commercial entity which provides products or services related to nutrition support
- 3.3 Receiving significant support (in excess of \$2,500 annually from each) from commercial or other sources related to nutrition support
- 3.4 Serving in a fiduciary role for related organizations
- 3.5 Serving as a paid or non-paid consultant to A.S.P.E.N. or as a vendor to A.S.P.E.N. or one of its affiliates
- 3.6 Holding significant investments (outside of mutual funds) in any entity that deals with A.S.P.E.N. in any commercial capacity
- 3.7 Direct or indirect interest in, or relationship with, any individual or organization which A.S.P.E.N. currently has, or proposes to enter into, a transaction or arrangement involving the sale, purchase, lease or rental of property or other asset; the provision of services; or investments
- 3.8 Having family members or business associates that have any of the relationships described in this document

### **SECTION 4. PROCEDURES**

It is the policy of A.S.P.E.N. that individuals in these positions shall, in actions taken by them on behalf of A.S.P.E.N, avoid conflicts and the appearance of such conflicts, between their personal and professional interests and the interests of A.S.P.E.N. To assure this:

- 4.1 Individuals will annually complete a disclosure form provided by A.S.P.E.N. Applicants for positions on the A.S.P.E.N. Board of Directors and committees must complete a disclosure form as part of the application process. Individuals will notify A.S.P.E.N. if new conflicts of interest arise during the year.
- 4.2 Individuals will recuse themselves from discussions and decisions when a conflict of interest exists. It shall be the chair's prerogative to determine what additional steps should be taken at that point, if any, to satisfy the organization's need to continue with the discussion. Alternatives may include: asking the person to speak to the issue on the table, then leave the room; participate in the discussion, but not vote; do nothing further. If the individual is the chair, a majority of the members present shall determine if alternatives to recusal are necessary.
- 4.3 Prior to any action involving a potential conflict of interest, the individual having the conflict and who is in attendance at the meeting, shall disclose all facts relevant to the conflict of interest. Such disclosure shall be reflected in the minutes of the meeting.
- 4.4 An individual who plans not to attend a meeting at which he or she has reason to believe

that the board or committee will act on a matter in which the person has a conflict of interest shall disclose to the president or chair of the meeting all facts relevant to the conflict of interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

- 4.5 A person who has a conflict of interest shall not participate in the discussion of the matter except to disclose relevant facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting. If requested by the chair or a majority of the members present, the individual with a conflict of interest may be asked to leave the room during discussion.
- 4.6 A person who has a conflict of interest that will be voted on at a meeting may be counted in determining the presence of a quorum. The person having the conflict of interest may not vote on the transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- 4.7 In the event it is not clear whether a conflict of interest exists, the individual with the potential conflict of interest shall disclose the circumstances to the president/chair, or their designee, who shall determine whether there exists a conflict of interest that is subject to this policy.
- 4.8 Conflict of Interest Compliance Disclosure Statements shall be reviewed by the Executive Director and kept in the files of the executive office. Potential conflicts will be brought the attention of the appropriate chair by the staff liaison.
- 4.9 Each individual covered by this policy shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
- 4.10 This policy shall be reviewed annually by each responsible person. Any changes to the policy shall be communicated immediately to all responsible persons.