

**APPLICATION TO SERVE ON THE ASPEN BOARD OF DIRECTORS**

**INSTRUCTIONS**

To be considered for a position on the ASPEN Board of Directors, e-mail the following materials to [debrab@nutritioncare.org](mailto:debrab@nutritioncare.org) by **Friday, January 5, 2018:**

* Completed Application to Serve on the ASPEN Board of Directors
* Conflict of Interest Disclosure Statement
* Your curriculum vitae

These are the only materials that will be reviewed by the Nominations Committee. Letters of support and/or recommendations will not be considered. Please note that the Nominations Committee pays particular attention to your written response to the questions in the ASPEN Priorities section below.

**POSITIONS AVAILABLE**

The following positions are open for terms beginning June 1, 2018. The positions available are:

* Vice President (One-year term, 2018-19), followed by one year terms each as President-Elect (2019-20), President (2020-21) and Immediate Past President (2021-22)
* Director (two-year term): Four Director positions are open.

Please note that the ASPEN Board of Directors will be meeting on the following dates in the coming year. Applicants should ensure that they are able to attend face-to-face meetings and conference calls.

**Monthly Conference Calls:** 3rd Wednesday each month, 6-7pm Eastern

**Summer Meeting:** June 28-29, 2018 in Bethesda, MD (Friday evening-Sunday afternoon)

**Fall Meeting:** TBD in October/November Washington DC Metro Area

**ASPEN19:** March 22-26, 2019 in Phoenix, AZ (Board meets all day Friday, March 22 and has responsibilities throughout the conference)

**CONTACT INFORMATION**

**Name and Credentials:**

**Position Title:**

**Employer:**

**Mailing Address:**

**City/State/Zip:**

**Work Phone: Home Phone: Email Address:**

**ASPEN’s strategic Priorities**

**Mission:** To improve patient care by advancing the science and practice of clinical nutrition and metabolism.

**Strategic Direction:** ASPENwillbe the recognized leader and ultimate source for nutrition support expertise, leadership, science, and clinical practice for healthcare professionals, government, regulatory agencies and the public.

***Using a maximum of one page per question, please answer the following:***

1. Keeping in mind both ASPEN’s mission and strategic direction shown above, what do you see as the two most critical strategic priorities for ASPEN over the next two years?
2. What role would you play in addressing these priorities it if selected for the Board of Directors?
3. Managing conflicts of interest is an important aspect of board service. Please provide an example of where you may have a conflict of interest, and describe how you would work to manage the conflict in order to make the best decisions for ASPEN Examples of a potential conflict may include (not limited to) leadership in another organization or a relationship with a commercial entity.

**COMPETENCIES**

The ASPEN Board of Directors uses a competency-based governance model. Under this model, the Nominations Committee uses a group of competencies to assist in selecting new Board members. It is not expected that all members of the Board of Directors will have all competencies, but rather that the Board as a body will have all of them. Using the criteria below, please **rate** your strength in each competency and **explain** your rating. Please note that these are not scores to be added up, but rather will be used by the Committee to assess the overall balance of the Board of Directors.

**\_\_\_\_\_ Clinical Practice:** Conversant with clinical practice at a variety of levels

3 – Involved in the clinical practice of nutrition support 50% to 100% of time

2 – Involved in the clinical practice of nutrition support 25% to 50% of time

1 – Involved in the clinical practice of nutrition support < 25% of time

0 – Is not involved in the clinical practice of nutrition support

Please explain:

**\_\_\_\_\_ Research:** Conversant with the research process and funding mechanisms; well respected in the research community

3 – Actively involved in basic science or clinical nutrition research with NIH or equivalent peer-reviewed funding

2 – Actively involved in basic science or clinical nutrition research without NIH or peer-reviewed equivalent funding; service on editorial boards of peer-reviewed journals

1 – Has some experience with nutrition research and nutrition related publications in scientific journals

0 – Has no significant experience with research or publication

Please explain:

**\_\_\_\_\_ Education:** Conversant with educational program planning and delivery mechanisms for educational activities

3 – Has been a leader of a national or international organization’s program planning committee or education committee, such as ASPEN’s Clinical Nutrition Week Program Committee or Education and Professional Development Committee

2 – Has been a member of a national or international organization’s program planning committee or education committee, such as ASPEN’s Clinical Nutrition Week Program Committee or Education and Professional Development Committee

1 – Has organized state or regional education programs e.g., for an ASPEN Chapter or institution-specific event

0 – Has no significant experience with education program planning

Please explain:

**\_\_\_\_\_ Public Policy:** Conversant with public policy issues affecting ASPEN members and their patients

3 – Has significant experience leading public policy or advocacy initiatives for a national organization (e.g. lobbying efforts, building relationships with regulatory groups, Chair of a Public Policy Committee or equivalent)

2 – Has significant experience participating in public policy or advocacy initiatives for a national organization (e.g., lobbying efforts, building relationships with regulatory groups, Chair of a Public Policy Committee or equivalent)

1 – Has some experience in public policy or advocacy initiatives for a national or regional organization

0 – Has minimal to no experience with Public Policy

Please explain:

**\_\_\_\_\_ External Relations:** Involvement and connections with organizations related to ASPEN’s mission, including internationally

3 – Highly involved at a leadership level in one or more related national or international organizations

2 – Some involvement as a volunteer leader in one or more related national or international organizations

1 – Has connections with one or more related organizations but little to no involvement at the leadership level

0 – Has no significant relations to other organizations

Please explain:

**\_\_\_\_\_ ASPEN Knowledge:** Knowledge of ASPEN goals and activities

3 – Has significant understanding or involvement in ASPEN’s strategic management process and identification of goals and initiatives and/or a strong historical perspective on the organization

2 – Has moderate understanding or involvement in ASPEN’s strategic management process and identification of goals and initiatives and/or a strong historical perspective on the organization

1 – Has a basic understanding or involvement in ASPEN’s strategic management process and identification of goals and initiatives and/or a strong historical perspective on the organization

0 – Has little to no understanding or involvement in ASPEN’s strategic management process and identification of goals and initiatives and/or a strong historical perspective on the organization

Please explain:

**\_\_\_\_\_ Leadership:** Demonstrated leadership role within ASPEN or in other professional organizations

3 – Has held 3 or more different leadership positions within ASPEN and/or within other national or international professional organizations (e.g., committee chair, section leader, board member, journal editor or associate editor)

2 – Has held 2 different leadership positions within ASPEN and/or within other national or international professional organizations

1 – Has held 1 leadership position within ASPEN and/or within other national or international professional organizations (e.g., committee chair, section leader, board member)

0 – Minimal leadership experience

Please explain:

**\_\_\_\_\_ Finance -** Experience in reading and interpreting financial reports

3 – Has strong experience with and understanding of finances and investments involving a large organizational unit &/or has served as Treasurer or Chair of a Finance Committee for other national or international professional organizations or equivalent experience

2 – Has moderate experience with and understanding of finances and investments involving a large organizational unit &/or has participated in a Finance Committee for other national or international professional organizations or equivalent experience

1 – Has experience with and understanding of finances and investments involving a small to mid-size organizational unit (e.g., ASPEN chapter, small hospital department)

0 – Minimal experience with finances

**CONFLICT OF INTEREST POLICY AND DISCLOSURE STATEMENT**

The ASPEN Conflict of Interest Policy and Disclosure Statement is included. The Disclosure Statement must be completed in order for an applicant to be considered by the Nominations Committee. Your application will not be considered complete until this is submitted.

**Please complete any SECTIONS OR QUESTIONS BELOW that are not covered in your CV:**

**CAREER INFORMATION**

* Please highlight:
  + Education & Training Experience
  + Employment History
  + Research Grants & Publications
  + Clinical Practice Achievements
  + Administrative or Policy Achievements

**ASPEN Experience**

* Include number of years as an ASPEN member
* Please list all involvement in ASPEN, including committees, task forces, chapters, sections and volunteer roles with publications. Include positions held, dates, and your primary achievement and/or contribution.

**Other Organizational Experience**

* Please list all memberships and leadership positions held in other local, state, national or international organizations. Please include dates and your primary achievement and/or contribution.



**CONFLICT OF INTEREST POLICY & DISCLOSURE STATEMENT**

Under the ASPEN Conflict of Interest Policy, all members applying to serve on Boards, committees, task forces, and other such groups must complete the Conflict of Interest Compliance and Disclosure Statement, which is included at the end of this document.

**Section 1. Preface**

The effectiveness of ASPEN'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, ASPEN 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 ASPEN 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. Conflicts may include actual, perceived, or potential conflicts.

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 identifycircumstances which may create conflicts or apparent conflicts and to respond appropriatelyto prevent their influencing the activities of the Society. The circumstances may arise either when an individual is acting as a Society representative, working on ASPEN activities, or is ASPEN staff.

It is ASPEN’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 ASPEN:

2.1 Board of Directors

2.2 Committee and task force members

2.3 Section leaders

2.4 Editors of *JPEN,* *NCP* and Clinical Guidelines

2.5 Editors and authors of all other publications

2.6 Staff

2.7 Individuals in a position to control the content of an educational activity, including but not limited to committee members, speakers moderators, and researchers will be required to comply with the conflict of interest and disclosure policies of the Education and Professional Development Department.

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

**Section 3. Potential Conflicts of Interest**

**Definitions:**

Commercial Interest: an entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by or used on patients.

Providers of clinical service directly to patients are not considered commercial interests. This includes: some 501c non-profit organizations, government organizations, non-healthcare related companies, liability insurance providers, group medical practices, for-profit hospitals, for-profit rehabilitation centers, for-profit nursing homes, blood banks, and diagnostic laboratories.

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

3.1 Serving a commercial interest as a paid or non-paid consultant or employee

3.2 Personal holdings in any commercial interest which provides products or services related to clinical nutrition

3.3 Receiving support from commercial or other sources related to clinical nutrition

3.4 Serving in a fiduciary role for related organizations

3.5 Serving as a paid or non-paid consultant to ASPEN or as a vendor to ASPEN or one of its affiliates

3.6 Holding investments (outside of mutual funds) in any entity that deals with ASPEN in any commercial capacity

3.7 Direct or indirect interest in, or relationship with, any individual or organization which ASPEN 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 ASPEN 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 ASPEN To assure this:

4.1 Covered individuals will annually complete a disclosure form. Individuals will notify ASPEN if new conflicts of interest arise during the year.

It shall be the continuing responsibility of the covered individual to scrutinize their transactions and outside business interests and relationships for potential conflicts. An Interested Person is under a continuing obligation to disclose any actual or potential Conflict of Interest as soon as it is known, or reasonably should be known.

4.2 Individuals will verbally announce any and all potential conflicts of interest during discussions and 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.

4.11 Failure or refusal to disclose will result in an inability to participate.

**Section 5. Participation Restrictions**

ASPEN’s goals include providing for meaningful engagement with the Society for members interested in participating as volunteer leaders. The organization thrives on this participation, and aims to allow for as full participation as possible consistent with a policy that seeks to minimize and/or eliminate conflicts.

There are several roles in which individuals with conflicts may be unable to participate:

5.1 Individuals who are employed by a commercial interest (see definition in Section 3) are ineligible to serve on the ASPEN Board of Directors. The Nominations Committee considers other potential conflicts of interest when making decisions regarding Board appointments.

5.2 Individuals with relationships with commercial interests may be ineligible to serve on specific education or clinical practice committees. Committee members who establish new relationships with such companies during a term of service are required to declare affiliation(s) and may be required to step down.

**CONFLICT OF INTEREST POLICY COMPLIANCE & DISCLOSURE STATEMENT**

I have read and understand the ASPEN Conflict of Interest Policy and agree to abide by all of its terms. I will complete this statement each year of my service to ASPEN 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 ASPEN, except where required by continuing education accrediting bodies. Disclosures should reflect relationships over the previous 12 month period.

* 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

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* Personal holdings in any commercial entity which provides products or services related to clinical nutrition

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* Receipt of support from commercial or other sources related to clinical nutrition

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* Service in a fiduciary role for related organizations

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* Service as a paid or non-paid consultant to ASPEN or as a vendor to ASPEN or one of its affiliates

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* Hold investments (outside of mutual funds) in any entity that deals with ASPEN in any commercial capacity

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* Direct or indirect interest in or relationship with any individual or organization which ASPEN 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

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* Have family members or business associates that have any of the relationships described in this document

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* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name/Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_