



International  
**Transplant Nurses**  
Society

## **ITNS 2019 Candidate Handbook**

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## Term Timeline

Year	2019	2020	2021	2022	2023
<b>Position</b>					
<b>President-Elect</b>	1 position				
<b>President/President-Emeritus</b>	⇒ ⇒	⇒ ⇒	⇒ ⇒	⇒ ⇒	⇒ ⇒
<b>Secretary-Treasurer</b>		1 position		1 position	
<b>Education Director</b>		1 position		1 position	
<b>International Director</b>	1 position				
<b>Research Director</b>	1 position		1 position		1 position
<b>Director-at-Large</b>	2 positions	1 positions	2 positions	1 positions	2 positions

## Election Timeline

- I. Recruitment**
  - January 1, 2019 – April 12, 2019
- II. Candidate Materials Due**
  - April 15, 2019
- III. Vetting of candidates by Nominating Committee ( interviews, 3-4 weeks)**
  - April 22, 2019 – May 3, 2019
- IV. Ballot Finalized**
  - May 6, 2019
- V. Notification of Nominees to Membership (120 days before Annual Symposium)**
  - May 31, 2019
- VI. Voting (Completed ballots due 60 days before Annual Symposium)**
  - Ballot opens June 3, 2019
  - Ballot closes June 28, 2019
- VII. Results**
  - Confirmed July 8, 2019
- VIII. Notification of results to candidates by Nominating Chair (approx. 12 weeks prior to Annual Symposium)**
  - July 8 – July 12, 2019
- IX. Notification of results to Board of Directors**
  - July 12, 2019
- X. Notification of Results to General Membership**
  - Late July – Early August
- XI. 28<sup>th</sup> Annual Symposium**
  - Friday, 15 November - Monday, 18 November 2019

**ITNS Mission:**

As the professional community of transplant nurses, ITNS provides relevant evidence based education, research, and advocacy to assure excellence in patient care worldwide.

**ITNS Vision Statement:**

ITNS is known, understood, and valued everywhere for advancing transplant nursing excellence.

**ITNS Core Beliefs:**

We believe:

1. Everyone who shares our passion and mission is welcome in our community.
2. Everyone benefits from the practice of the highest levels of safety, ethics, and evidence-based care.
3. We make better decisions when we embrace diversity in all its dimensions.
4. The better we take care of our members, the better they can take care of their patients
5. Members who take advantage of ITNS resources elevate workplace performance.
6. We are reenergized by interacting with colleagues who understand us.
7. ITNS has a responsibility to help members develop their leadership skills.

**CORE COMPETENCIES \****Constructive Partnerships*

Exceptional boards govern in constructive partnership with the chief executive, recognizing that the effectiveness of the board and the chief executive are interdependent.

*Mission Driven*

Exceptional boards shape and uphold the mission, articulate a compelling vision, and ensure the congruence between decisions and core values.

*Strategic Thinking*

Exceptional boards allocate time to what matters most and continuously engage in strategic thinking to hone the organization's direction.

*Culture of Inquiry*

Exceptional boards institutionalize a culture of inquiry, mutual respect, and constructive debate that leads to sound and shared decision making.

*Independent Mindedness*

Exceptional boards are independent minded. When making decisions, board members put the interest of the organization above all else.

*Ethos of Transparency*

Exceptional boards promote an ethos of transparency by ensuring that all donors, stakeholders, and interested members of the public have access to appropriate and accurate information regarding finance, operations, and results.

*Compliance with Integrity*

Exceptional boards promote strong ethical values and disciplined compliance by establishing appropriate mechanisms for active oversight.

### *Sustaining Resources*

Exceptional boards link bold vision and ambitious plans to financial support, expertise, and networks of influence.

### *Results Oriented*

Exceptional boards are results oriented. They measure the organization's advancement towards the mission and evaluate the performance of major programs and services.

### *Intentional Board Practice*

Exceptional boards intentionally structure themselves to fulfill essential governance duties and support organizational priorities.

### *Continuous Learning*

Exceptional boards embrace the qualities of a continuously learning organization, evaluating their own performance and assessing the value they add to the organization.

### *Revitalization*

Exceptional boards energize themselves through planned turnover, thoughtful recruitment, and inclusiveness.

*\*The Source: 12 Principles of Governance that Power Exceptional Board, Board Source, Washington, DC, 2005*

## **CANDIDATE CRITERIA**

These criteria are general guidelines that are designed to identify candidates for ITNS Board positions. The Nominating Committee will utilize these guidelines to identify and screen potential candidates in the development of an election slate.

**The ITNS Board of Directors is composed of 11 elected members and includes the following positions:**

- President
- President-Elect
- Secretary-Treasurer
- President-Emeritus
- International Director (2)
- Research Director
- Educational Director
- Director at Large (3)

## **GENERAL CRITERIA**

1. Cognizant of ITNS's mission
2. Ability to satisfy all core competencies
3. ITNS member in good standing for 3 years and has met at least one of the following criteria within the last five years:
  - a) Has served on a national association committee or task force.
  - b) Demonstrated leadership responsibilities outside ITNS as a leader in other professional or community organizations.
  - c) The President-Elect candidate must have had previous ITNS board experience.
4. Demonstrates knowledge of and commitment to ITNS
5. Visionary (marketing skills, innovative ideas, resources)
6. Willingness to evaluate and implement change
7. Organized
8. Critical thinking and analytical skills
9. Mentoring skills
10. Objective in evaluating ideas
11. Strong written and verbal communication skills
12. Current involvement in transplant nursing practice, education and/or research
13. Experience in project management and product development
14. Willingness to commit time and energy to ITNS activities
15. Willingness to positively represent ITNS and its mission, products, and services
16. Daily access to e-mail

## BOARD OF DIRECTORS CRITERIA AND POSITION DESCRIPTIONS

- Individuals currently serving in an elected board position may not seek an additional position until the final year of their elected term.
- Individuals may only run for 1 position.

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### ***PRESIDENT***

The President shall serve a one (1) year term preceded by a one (1) year term as President-Elect and followed by a one (1) year term as the President-Emeritus.

#### **Time Commitment**

- Board Meetings: Two face-to-face board meetings per year, with additional conference calls as needed.
- Monthly President's call with senior staff.
- Regularly scheduled conference call with the international office.
- Travel: 5-10 days per year including annual symposium and 1-2 face-to-face board meetings.
- Review and respond to emails weekly.

#### **Summary of General Responsibilities**

- Directs the activities of the Board of Directors.
- Utilizes the strategic plan in directing the activities of the association.
- Schedules and presides over all meetings of the board, annual business meeting, and conference calls.
- Prepares agendas for the above meetings for distribution prior to the meetings.
- Assigns as necessary projects, duties or activities to members of the Board of Directors, committee chairpersons or other persons appointed to officially represent the association.
- Assists in orienting newly elected members of the board to their position and responsibilities.
- Assures the fiscal solvency of the association in collaboration with the Secretary-Treasurer, Board of Directors and the Executive Director.
- Appoints committee and task force chairs.
- Works closely with and oversees the activities of the Executive Director to ensure operational implementation of policies and procedures, ITNS products and fiscal activity.
- Chair of Executive Committee

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### ***PRESIDENT-ELECT***

The President-Elect shall be elected annually and shall serve one (1) year or until his or her successor has been elected. The President-Elect shall succeed the President.

#### **Criteria**

- Minimum of three years of ITNS Board experience
- Demonstrates leadership ability on a national level
- Good organizational skills

- Effective communication skills
- Demonstrated effectiveness in leadership activities and previous board experience

### **Time Commitment**

- Board Meetings: Two face-to-face board meetings per year, with additional conference calls as needed.
- Monthly President's call with senior staff.
- Regularly scheduled conference call with the international office.
- Travel: 5-10 days per year including annual symposium and 1-2 face-to-face board meetings.
- Review and respond to emails weekly.

### **Summary of General Responsibilities**

- Works closely with the President to gain an understanding of the presidential role and responsibilities.
- Assists the president with project management.
- Assists and supports as needed in planning the annual meeting with the national office and appropriate board member(s).
- Conducts the orientation of incoming new board members prior to the annual board meeting.
- Chairs Nominating Committee
- Leads, revises, and maintains the Policy and Procedure Manual.
- Assists with projects/initiatives as leader or member, as requested by the President.
- Assumes the role of President in accordance with the association bylaws.
- Member of Executive Committee

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### ***PRESIDENT-EMERITUS***

Serves in a support role to the President and to association in the administration of the ongoing activities of the association using the initiatives of the strategic plan as the framework.

### **Time Commitment**

- Board Meetings: Two face-to-face board meetings per year, with additional conference calls as needed.
- Monthly President's call with senior staff.
- Regularly scheduled conference call with the international office.
- Travel: 5-10 days per year including annual symposium and 1-2 face-to-face board meetings.
- Review and respond to emails weekly.

### **Summary of General Responsibilities**

- Works closely with the President to assist the President in conducting the presidential role and responsibilities.
- Assists the president with project management.
- Assists and supports as needed in planning the annual meeting with the national office and appropriate board member(s).

- Leads, revises, and maintains the Policy and Procedure Manual.
- Assists with projects/initiatives as leader or member, as requested by the President.
- Assumes the role of President in accordance with the association bylaws.
- Member of Executive Committee

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### **SECRETARY-TREASURER**

The Secretary-Treasurer shall serve a two (2) year term and may serve no more than two (2) consecutive terms.

#### **Criteria**

- Demonstrates leadership ability at the local level
- Budgetary or financial experience.
- Good organizational skills
- Effective communication skills

#### **Time Commitment**

- Board Meetings: Two face-to-face board meetings per year, with additional conference calls as needed.
- Regularly scheduled conference call with the international office.
- Travel: 5-10 days per year including annual symposium and 1-2 face-to-face board meetings.
- Review and respond to emails weekly.

#### **Summary of General Responsibilities:**

- Notifies board members and other appropriate persons of board and business meetings reports, instructions for their completion, and due dates.
- Collaborates with the international office to assure the board reports are prepared and distributed to the board prior to the meetings and to the membership at the business meeting.
- Reviews fiscal reports sent from the national office by the Executive Director and collaborates with the Executive Director in development of association budget.
- Member of Executive Committee

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### **DIRECTOR-AT-LARGE**

Collaborates closely with the rest of the board of directors in ongoing activities of the association using the initiatives of the strategic plan as frame work.

#### **Criteria**

- Willingness to serve as an advisor to committees, task forces, or other outside organizations.
- Demonstrates leadership ability at the local level
- Good organizational skills
- Effective communication skills

#### **Time Commitment**

- Board Meetings: Two face-to-face board meetings per year, with additional conference calls as needed.

- Regularly scheduled conference call with the international office.
- Travel: 5-10 days per year including annual symposium and 1-2 face-to-face board meetings.
- Additional time commitments may vary based on assignments and responsibilities.
- Review and respond to emails weekly.

### **Summary of General Responsibilities**

- Identifies opportunities for the development of consumer education activities of the association.
- Supports the production of the annual symposium and other scheduled educational offerings.
- Coordinates activities related to the development of the resources of the association.
- Collaborates with the executive director to develop, implement, and evaluate marketing strategies to maintain and increase membership, improve member benefits and services.
- Facilitates and collaborates with the chapters and special focus groups.
- Recognizes and supports individual and organizational components' achievements (e.g.: awards, grants etc.).
- Increases the visibility of the association as a specialty nursing organization.
- Oversees current issues related to practice.

### ***EDUCATION DIRECTOR***

Collaborates closely with the rest of the board of directors in ongoing activities of the association using the initiatives of the strategic plan as frame work.

### **Criteria**

- Possesses a Master's degree.
- Willingness to serve as an advisor to committees, task forces, or other outside organizations.
- Demonstrates leadership ability at the local level
- Good organizational skills
- Effective communication skills

### **Time Commitment**

- Board Meetings: Two face-to-face board meetings per year, with additional conference calls as needed.
- Regularly scheduled conference call with the international office.
- Travel: 5-10 days per year including annual symposium and 1-2 face-to-face board meetings.
- Additional time commitments may vary based on assignments and responsibilities.
- Review and respond to emails weekly.

### **Summary of General Responsibilities**

- Board representative to the Education Committee.
- Identifies opportunities for the development of consumer education activities of the association.
- Supports the production of the annual symposium and other scheduled educational offerings.
- Works with the CEU Coordinator to provide information for CEU coordinator to process continuing education credit for ITNS approved programs.
- Coordinates activities related to the development of the resources of the association.

- Collaborates with the executive director to develop, implement, and evaluate marketing strategies to maintain and increase membership, improve member benefits and services.
- Facilitates and collaborates with the chapters and special focus groups.
- Recognizes and supports individual and organizational components' achievements (e.g.: awards, grants etc.).
- Increases the visibility of the association as a specialty nursing organization.
- Oversees current issues related to practice.

#### ***INTERNATIONAL DIRECTOR***

Collaborates closely with the rest of the board of directors in ongoing activities of the association using the initiatives of the strategic plan as frame work.

#### **Criteria**

- Must reside outside the United States
- Willingness to serve as an advisor to committees, task forces, or other outside organizations
- Demonstrates leadership ability at the local level
- Good organizational skills
- Effective communication skills

#### **Time Commitment**

- Board Meetings: Two face-to-face board meetings per year, with additional conference calls as needed.
- Regularly scheduled conference call with the international office.
- Travel: 5-10 days per year including annual symposium and 1-2 face-to-face board meetings.
- Additional time commitments may vary based on assignments and responsibilities.
- Review and respond to emails weekly.

#### **Summary of General Responsibilities**

- Speaks from an international perspective about the challenges, emerging trends, and the current state of international transplant nursing.
- Identifies opportunities for the development of international consumer education activities of the association.
- Supports the production of the annual symposium and other scheduled educational offerings maintaining an international focus.
- Coordinates activities related to the development of the international resources of the association.
- Collaborates with the executive director to develop, implement, and evaluate international marketing strategies to maintain and increase membership, improve member benefits and services.
- Facilitates and collaborates with the international chapters and representatives.
- Recognizes and supports international individual and organizational components' achievements (e.g.: awards, grants etc.).
- Increases the visibility of the association as a international specialty nursing organization.
- Oversees current international issues related to practice.

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### **RESEARCH DIRECTOR**

Collaborates closely with the rest of the board of directors in ongoing activities of the association using the initiatives of the strategic plan as frame work.

#### **Criteria**

- Possesses a PhD or DNP
- Willingness to serve as an advisor to committees, task forces, or other outside organizations
- Demonstrates leadership ability at the local level
- Good organizational skills
- Effective communication skills

#### **Time Commitment**

- Board Meetings: Two face-to-face board meetings per year, with additional conference calls as needed.
- Regularly scheduled conference call with the international office.
- Travel: 5-10 days per year including annual symposium and 1-2 face-to-face board meetings.
- Additional time commitments may vary based on assignments and responsibilities.
- Review and respond to emails weekly.

#### **Summary of General Responsibilities**

- Board representative to the Research Committee.
- Promotes strategies to encourage and support nursing research and scholarship for the membership
- Reviews any research-related proposals, surveys, and/or instruments, submitted to ITNS for action
- Identifies opportunities for the development of consumer education activities of the association
- Supports the production of the annual symposium and other scheduled research offerings
- Coordinates activities related to the development of the resources of the association
- Collaborates with the executive director to develop, implement, and evaluate marketing strategies to maintain and increase membership, improve member benefits and services
- Facilitates and collaborates with the chapters and special focus groups
- Recognizes and supports individual and organizational components' achievements (e.g.: awards, grants etc.)
- Increases the visibility of the association as a specialty nursing organization
- Oversees current issues related to practice.

# ITNS NOMINATION APPLICATION MATERIALS

The ITNS candidate application includes the following documents which must be completed, signed and submitted to the ITNS International Office by the close of business on **Friday, April 15, 2019, 5:00 pm US Eastern Standard Time**.

[Candidate Application Form](#) (below, please return a **Word version**)

[Candidate Statements](#) (right click and select open hyperlink for document)

- Vision for Transplant Nursing
- Vision for ITNS
- Accomplishments in Professional Positions
- Accomplishments in Leadership Positions

[Reference Form](#) (right click and select open hyperlink for document)

- Candidates must submit a total of **two references** with the completed nominee application. At least one reference must be from an ITNS leader with whom the candidate has worked on projects or activities, including SIG leaders, chapter leaders, committee chairs, project leaders, or past board members. More than 2 references will not be accepted. With the exception of the President-Emeritus, current ITNS board members are prohibited from providing references to potential candidates.

**Photograph – professional color headshot, in .JPG format**

Please send in a color photograph (head shot) of yourself with this application for use in the election.

[Campaign Policy Form](#) (right click and select open hyperlink for document)

[Code of Conduct, Conflict of Interest and Confidentiality Form](#) (right click and select open hyperlink for document)

All information must be typed (**application provided in Word format**) and returned via email [lzamora@itns.org](mailto:lzamora@itns.org). Information provided in the application **will not** be edited so please be sure that you have corrected any errors prior to submission. For your convenience the application materials are also available online at ITNS.org.

Phone interviews and slating of candidates will occur in April/May and candidates will be notified promptly.

## CANDIDATE NOMINATION APPLICATION

The nomination application that you submit will **not** be revised by ITNS staff in any manner; it will be reproduced for the ballot exactly as submitted. Applications that do not adhere to the election regulations will not be accepted. Applications are limited to no more than two 8 1/2 x 11 inch, two-sided pages. **Applications must be submitted electronically in Word format and received by Friday, April 15, 2019, 5:00 pm US Eastern Standard Time.** Please send completed applications and statements to [lzamora@itns.org](mailto:lzamora@itns.org)

If you have any questions, please contact ITNS, at 847.375.6386 or [lzamora@itns.org](mailto:lzamora@itns.org)

### Select which position for which you are seeking office (you may only select 1):

President-Elect       Director-at-Large       International Director

Secretary/Treasurer     Research Director     Education Director

Name:

First

Middle

Last

Credentials

Work Title:

Employer:

Address:

City

State/Province

Zip Code

Country

Home Phone:

Work Phone:

Fax Number:

Email:

Time Zone (European, USA – Eastern, Central, Pacific, etc.)

*This information will be used to set up your candidate telephone interview.*

Education:

Awards/Honors:

Clinical Expertise:



**ITNS ELECTION - CANDIDATE REFERENCE FORM**

Typing of this document is required. Completed materials should be sent to [lzamora@itns.org](mailto:lzamora@itns.org).

Name of Candidate: \_\_\_\_\_

Running for the position of:

- Director-at-Large
- President-Elect
- International Director
- ~~Education Director~~
- ~~Secretary/Treasurer~~
- Research Director

I have worked with this candidate when I was:

- Board Member
- President-elect
- President
- Past-President
- Committee Chair
- Special Interest Group Leader
- Chapter Leader
- Special Project Leader
- Other \_\_\_\_\_

I worked with the Candidate during the following time period \_\_\_\_\_ and while with \_\_\_\_\_ (name of organization).

Please give **specific examples** of this candidate’s work for ITNS or other organizations through your firsthand experience with the candidate:

Contributions to ITNS or \_\_\_\_\_

Demonstration of Leadership Abilities

Communicates Professionally

Self-Motivation/Self Directed/ Ability to Meet Deadlines

Quality of Work/Excellence

Demonstrates Vision/Creativity/Innovation

Function with Accountability and Integrity

Other information, which may support the candidacy of this individual.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

***References may be contacted for additional information or clarification of information.***

## CAMPAIGN POLICY

Information about each candidate will be published on the ITNS website, or in *ITNS Insider*, in support of the election ballot. Materials will be reproduced exactly from the application statements submitted by each candidate, except that ITNS may remove material it deems outside the scope of the application or election process.

Beyond publication on the ITNS website or in *The ITNS Insider*, ITNS does not permit any type of campaign activities, including but not limited to: distribution of literature (mailings, sign postings), public speeches, advertising, e-mails, phone solicitation, articles or editorials in any publication (including chapter newsletters). A candidate is assumed to be responsible for any campaign activity conducted directly or indirectly on her/his behalf.

1. All candidates for ITNS office will receive the ITNS Campaign Policy Form which includes the prohibition on campaigning. The form must be signed and returned to the ITNS National Office.
2. Any questions regarding ITNS elections and practices should be directed to the Nominating Committee, in care of the ITNS National Office staff. Reports of violations will be addressed on a case-by-case basis.
3. Any complaints about campaign practices must be communicated in writing and submitted to the Nominating Committee Chair in care of the ITNS National Office. Email is considered an acceptable form of written communication. Anonymous complaints will not be accepted; however, names of individuals lodging complaints will be kept confidential by the Nominating Committee Chair to the extent the complainant's identity is not essential to the investigation of the facts. The Nominating Committee Chair will advise the Nominating Committee of the complaint, and the Nominating Committee may request additional information from the complainant as it deems necessary.
4. The candidate will be notified by the Nominating Committee Chair in writing (with proof of delivery) that a complaint has been lodged against him or her, and that an investigation will be conducted by the Nominating Committee. The candidate may be given details of the reasons for the complaint, but will not be told the names of any individuals that lodged or confirmed the complaint, except to the extent their identities are essential to the investigation of the facts. The Nominating Chair will advise the candidate that any response to the charges should be submitted to the Committee in writing within 5 days of the candidate's receipt of written notice of the complaint. If the candidate does not submit a response, staff will advise the candidate in writing that he or she was given an opportunity to respond and no response was received.
5. The Chair will work with the Nominating Committee to investigate the claim, and then arrange a conference call meeting with the Committee to be held within 10 days of receiving the complaint, which time may be extended by the Chair if necessary to complete the investigation. In investigating the claim, the Committee should, when possible, seek concrete evidence (emails, letters, etc) supporting the complaint. If the campaign consists of phone calls, the Committee should seek corroboration from two or more members to verify the claim. The candidate has the burden to show whether the campaign activities were conducted without the candidate's knowledge or approval. If the Committee determines that a violation of the policy has occurred, the Committee may take any action it deems appropriate up to and including removing the candidate's name from the ballot. The decision of the Nominating Committee will be final.

6. The Nominating Committee shall have the authority to remove a candidate from the ballot or void a candidate's election as a result of violation of the above campaign guidelines. At the discretion of the Committee, candidates removed from a ballot may not be eligible to participate in future ITNS elections.
7. The Chair will notify the ITNS President and ITNS Executive Director of the Committee's decision.
8. The Chair will notify the candidate of the Nominating Committee's decision in writing within 5 days of the Committee's decision. If the candidate requests to appeal an adverse decision, ITNS will convene an ad hoc appeals panel to consider the appeal.
9. The Nominating Committee shall notify the complainant and the candidate of the outcome of their investigation within 48 hours after the conclusion of the investigative process.

**INTERNATIONAL TRANSPLANT NURSES SOCIETY  
CANDIDATE CAMPAIGN POLICY FORM**

Information about each candidate will be published on the ITNS website, or in the *Neuroscience News* in support of the election ballot. Materials will be reproduced exactly from the application statements submitted by each candidate, except that ITNS may remove material it deems outside the scope of the application or election process.

Beyond publication on ITNS's Web site or in the *Neuroscience News*, ITNS does not permit any type of campaign activities, including but not limited to: distribution of literature (mailings, sign postings), public speeches, advertising, e-mails, phone solicitation, articles or editorials in any publication (including chapter newsletters). A candidate is assumed to be responsible for any campaign activity conducted directly or indirectly on her/his behalf.

Violation of this policy may result in a candidate being removed from an election ballot.

Any questions regarding ITNS elections and practices should be directed to the Nominating Committee, in care of the ITNS National Office staff. Reports of violations will be addressed on a case-by-case basis.

**Acknowledgment**

I have read, understand and agree to abide by ITNS's Campaign Policy.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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### ITNS BOARD OF DIRECTORS CONFLICT OF INTEREST DISCLOSURE FORM

This Code of Conduct provides guidelines for the behavior of all ITNS board members, volunteers and staff regarding integrity, honesty, ethical conduct, and compliance to policies. This Code of Conduct has two parts. Part I is the discussion of Conduct and Disclosure. Part II outlines the expectations for Conflict of Interest and Confidentiality.

As a member of the Board of Directors I will:

- Maintain the confidentiality of all Board proceedings
- Be fully informed of an issue and actively partake in discussions before voting on the issue
- Any discussion of confidential ITNS business outside of board meetings will be conducted only with members of the BOD, relevant other parties, and will be reported to the BOD.
- Carefully consider and respect the opinions of other Board members
- Respect and support all decisions of the Board
- Bring to the attention of the Board all issues believed to be of significance to our organization or those we serve
- Represent all those whom this organization serves, not only specific geographic or special interest groups
- Consider myself a “trustee” of the organization and do my best to ensure that it is well managed, financially secure, and always operating in accord with our stated objectives
- Refer complaints directly to the proper level on the chain of command
- Use ITNS name or logo, or imply ITNS sponsorship or endorsement only when specifically authorized to do so by ITNS Board
- Acknowledge conflicts of interest between my personal life and position on the board, and abstain from voting or attempting to influence issues in which I am conflicted
- Consistently review and respond to all electronic and print materials, and in accordance with ITNS Bylaws, will participate in all meetings and teleconferences. If unable to do so, I will communicate directly with the president or their designee.
- Differentiate when speaking on behalf of ITNS versus self
- Recognize the authority vested in the Board to act as the governing body of ITNS

The ITNS Board of Directors may, in its discretion, take all actions to enforce and uphold the Code of Conduct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ I have nothing to disclose

\_\_\_\_\_ I have the following to disclose (attach written disclosure as a separate sheet if needed)



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847.375.6340 | Fax 847.375.6341 | [www.ITNS.org](http://www.ITNS.org)

## **CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY AND FORM**

The purpose of this conflict of interest policy is to protect ITNS's interest when contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or board of director or staff of ITNS. This policy is intended to supplement but not replace any applicable state, provincial, or country laws governing conflicts of interest applicable to nonprofit organizations.

It is expected that all ITNS staff, volunteers and board members avoid any conflict of interest between the interests of ITNS, and any personal, professional, or business interests. This includes avoiding any actual or perceived conflicts of interest. The purposes of this policy are: to protect the integrity of ITNS's decision-making process, to enable our constituencies to have confidence in our integrity, to protect the integrity and reputation of volunteers and board members and to avoid any legal wrongdoing.

Upon or before election or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I may be asked to leave the room for the discussion and may not be permitted to vote on the question. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

The individuals mentioned below shall sign and/or review the following statement semi-annually:

Internationally elected officials, and other individuals with discretionary authority acting on behalf of ITNS (collectively "Individuals") shall be made aware of and conform to the following policies. Individuals shall use their best efforts to avoid any actual or apparent conflict of interest or unauthorized representation of ITNS. Conflict of interest is defined as, but not limited to, activities that oppose, detract from, or in some manner could become detrimental to ITNS or activities involving ITNS in which the Individual has a financial interest. Potential conflicts of interest include, but are not limited to, receiving payment for services rendered by another entity, receiving anything of monetary value greater than \$25 per annum, serving as officers of other organizations or corporations, having stock or other ownership of corporations for which ITNS might become involved.

1. No Individual has the authority to act on behalf of ITNS except with such authority as is outlined in the Bylaws or approved by the Board of Directors or President
2. No Individual is authorized to use the ITNS name or logo or any terminology implying ITNS sponsorship or endorsement without prior approval of the Board
3. Any board member or members of his/her immediate family having any interest that might influence or affect his/her decision in any matter presented to the Board of Directors shall disclose his/her interest in such matter. Such disclosure shall be entered in the minutes of the meeting. Such board member may be asked to leave the room and shall not participate in any discussion thereof (unless such participation is requested by the Board of Directors) and may be asked to abstain from voting thereon.



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- 4. Any Individual other than a board member having any interest that might influence or affect his/her decision in any matter relating to ITNS shall disclose his/her interest in such matter to the President or board. Such Individual shall not participate in any decision regarding that matter
- 5. The undersigned shall not accept or seek from any person or entity conducting or interested in conducting business with ITNS a gratuity, favor, loan, or gift greater than the nominal value beyond common courtesies usually associated with accepted business practice. Usual courtesies include travel expenses (including airfare, hotel and food), recognition of participation.
- 6. The ITNS Board of Directors (BOD) reserves to itself any and all flexibility in the determination of the significance of any reported conflict of interest. Furthermore, the ITNS BOD reserves the right to require compliance of interested parties in any decision made by the ITNS BOD when such a conflict is noted.

Please disclose affiliations or interests that may present a potential or possible conflict of interest:

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I have read, understand, and support the above conflict of interest policy. I will direct any inquiries or concerns not specifically addressed in this policy statement to the ITNS board prior to participating in any association business or performing any act that may be considered as a potential or possible cause of conflict of interest to ITNS.

**Consent to Serve/Confidentiality Agreement**

I agree to keep confidential information that I acquire in my capacity as an ITNS volunteer unless disclosure is authorized by ITNS or if information is first disclosed to the public by ITNS. If I have any questions about the confidential nature of information or issues, I will consult with the ITNS President or Executive Director.

I hereby assign to ITNS all rights in work products produced by ITNS as a volunteer.

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Signature                      Position