

NSRC AFFILIATE HANDBOOK AND GUIDELINES



THE NEBRASKA SOCIETY FOR RESPIRATORY CARE

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References: NSRC Bylaws

Section: Board of Directors-Can we just add here “Board of Directors Position Descriptions” and remove that from each subject line so then the subject or “Position” would just be President, VP, etc. That would clean it up a bit.

Officer Position descriptions:

President

Summary of Duties:

The President is the Chief Executive Officer of the Society and has the fiduciary responsibility for all NSRC activities during his/her term. The President is responsible to the Society membership through its Board of Directors.

Specific Duties:

1. Presides as Chair over all meetings of the Society membership, Board of Directors, and Executive Committee. These duties include setting the agenda, assuring the meetings are effectively coordinated and conducted, that all officers and directors fulfill their duties, and that the decisions of the membership and its Board of Directors are carried out.
2. Prepares an agenda for the annual business meeting and submits it to the membership not fewer than thirty (30) days prior to such a meeting in accordance with Article 8 of the bylaws.
3. Prepares an agenda for all meetings of the Board of Directors and submits it to the members of the Board not fewer than seven (7) days prior to such meeting.
4. Appoints members of the Society Standing and Ad Hoc committees, task forces, focus groups and other such groups, and representatives to other organizations, subject to the approval of the Board of Directors.
5. Participates as an ex-officio member of all Society committees, except as otherwise provided in the bylaws (Election and Nominations committees).
6. Prepares an annual report of the Society’s activities and presents this report the Board of Directors and Society membership.
7. Informs the President-Elect and Vice President of all Society activities.
8. May serve as third member of the Society’s Delegation to the AARC House of Delegates.
9. Is responsible for developing a budget and disbursement of all Society funds, in collaboration with the Society Treasurer.
10. Assures that all Society committees and representatives fulfill their obligations as stated in the Bylaws and the Association’s goals and objectives. This includes regular reports and communications, redirecting Society resources as permitted, and replacing committee members and representative in the best interest of the Society.
11. Directs and guides the performance of the Society Directors and Officers. Assures that duties are fulfilled, conflicts of interest are disclosed, and Association resources are available.
12. Makes personal presentations before key groups, including state and federal government representatives, other professional organizations, and any others which may assist in the Mission of the society.
13. Maintains communication among the NSRC Board of Directors, Medical Director and Medical Advisors.

14. Represents the Society to all external organizations as deemed appropriate.
15. Receives, disseminates and communicates information from the AARC to the NSRC membership and Board of Directors.

Minimum requirements President:

1. An active member of the AARC
2. Service on the Board of Directors for at least two years within the past six years.
3. Demonstrate timely and effective communication skills.
4. Conduct the business meetings according to the Robert's Rules of Order.
5. Project a professional image that is reflective of the Society.
6. Develop, establish and maintain the Society's Mission and policies.
7. Knowledgeable of the duties of the various committees of the Society.
8. Demonstrate effective leadership skills.

Preferred Characteristics President:

1. History of active participation in his/her chapter, or in another chartered affiliate.
2. Service on one or more NSRC committees.
3. Prior experience on the Executive Committee of the Society (this includes Vice- President, Secretary and Treasurer).

Officer Position descriptions:

President-Elect

Summary of Duties:

The President-Elect primarily uses his/her term in preparation for the Presidency and may at times function as President.

Specific Duties:

1. Assumes the duties of the President in the event of the President's absence, resignation, or disability.
2. Works with the Webmaster and Publication Chair to maintain and oversee the Society's web page.
3. Prepares the annual budget for their coming term, with the assistance of the Treasurer, and the Budget and Audit Committee, and submit the budget for approval at the fall meeting of the Board of Directors.
4. Oversees the elections process with Election and Nominations committees.

Minimum requirements President- Elect:

1. Active member of the AARC
2. Service on the Board of Directors for at least two years within the past six years.
3. Demonstrate timely and effective communication skills.
4. Conduct a business meeting according to Robert's Rules of Order.
5. Project a professional image that is reflective of the Society.
6. Knowledgeable of the Society's Mission and policies.

7. Knowledgeable of the duties of the various committees of the Society.
8. Demonstrate effective leadership skills.

Preferred Characteristics President- Elect:

1. History of active participation in their chapter or another chartered affiliate.
2. Service on one or more NSRC committees.
3. Prior experience on the Executive Committee of the Society (includes Vice-President, Secretary, and Treasurer).

Officer Position descriptions:

Past President

Summary of Duties:

The Immediate Past President shall assume the duties charged by the President and ratified by the BOD to facilitate continuity in the Society operations.

Specific Duties:

1. Member of the Judicial Committee (as defined in Bylaws)
2. Member of the Executive Committee (as defined in Bylaws)
3. Ex-officio member of the program and education committee (as defined in Bylaws)
4. Other duties as requested by the President.

Minimum requirements Past President:

1. Must be an active member of the AARC
2. Must have served as President in the immediate past term.
3. Effective communication skills.
4. Project a professional image that is reflective of the Society.
5. Knowledgeable and supportive of the Society's mission, policies, and NSRC Bylaws.
6. Knowledgeable of the duties of the various committees of the Society.
7. Effective leadership skills.

Officer Position Descriptions:

Vice President

Summary of Duties:

The Vice President primarily provides assistance to the President. The vice president and vice president-elect will act as chair and co-chair of the Program and Education Committee.

Specific Duties:

1. Assumes the duties of the President-Elect in the event of the President-Elect's absence, resignation, or disability.
2. Primary planner for the annual NSRC conference.
3. Program planning:
 - a. Budget review and basis for planning of conference, assures payment and fees for conference with society treasure.
 - b. Plans state conference, location, dates, and event planning.

- c. Develops theme of conference
 - d. Develops agenda and speakers, including contracts, CV's, program outline and sponsorship.
 - e. Maintain records of correspondence with speakers including letters of conformation and thanks.
 - f. Identifies, develops and coordinates with vendor liaison the vendor hall, contract, charges, vendor requirements and benefits to vendors attending conference. (number of CEU's and number of free attendance to conference)
 - g. Assure that vendor sponsors are appropriately recognized for their contributions.
 - h. Maintain accurate, legible records of registration and payment for the conference. Attendees and vendors.
 - i. Apply for continuous education credit with the AARC and appropriate credentialing bodies.
 - j. Establish objectives and evaluations for conference attendees and vendors. Provide opportunity for improvements and suggestions.
4. The Program and Education Committee has the largest impact on the financial resources of the Society. It is critical that the budgetary resources of the Society be considered in planning all educational functions. These established guidelines should be understood and applied to these functions:
- a. The standard honorarium awarded to speakers at NSRC sponsored educational seminars is \$250.00 for non-physician speakers and \$500.00 for physicians. Speakers requesting higher honoraria than this standard amount must have their expenses paid by a sponsor or the Program and Education Committee Chair must obtain prior approval from the President for the additional expense.
 - b. Speakers who are NSRC members are encouraged to make their services available to the NSRC on volunteer basis. However, the committee may either pay such speakers on honorarium as described above OR pay the speaker's travel expenses for the day of the presentation (i.e. lodging and mileage), but not both.
5. Travel expenses for speakers at meetings will be as follows:
- a. *Lodging (one single or double room) for one night (on NSRC master account)
 - b. *Mileage OR Airfare, as approved by the President
 - c. *Per Diem of up to \$50/day, if requested by the speaker
6. All such expenses must be submitted to the Treasurer with receipts before they are paid. Reimbursement for expenses in excess of those described above must be approved by the President.
7. Compensatory room awarded by the hotel for meeting or exceeding the room pickup are to be assigned as follows:
- a. First suite: Past President
 - b. Second suite: P&E Chairperson
 - c. Additional Comp Rooms: President, the Annual Meeting Speakers and NSRC board as rooms are available.
8. Members of the Program and Education Committee are not charged a registration fee for the meetings they plan, organize and execute. (In order to receive complimentary registration at any meeting, the board or committee member must have completed their assignments).

9. NSRC board members and other committee chairs are not charged registration for the state conference. (This is granted as recognition of their service at the discretion of the program chair)
10. Student fees are discounted at the discretion of the Program and Education Committee.
11. At the end of each educational meeting, the Program and Education Committee Chairperson, the Treasurer and the President will review the hotel bill with the representative of the hotel to assure that charges to the Society are correct before payment is made.
12. Work with the Membership committee to have booth space at all NSRC sponsored seminars and conferences.
13. Order mailing labels six weeks prior to the expected mailing dates. Negotiate with Boomer's or other provider to provide printing and mailing.
14. Suggest if paid by check, copy check and attach copy with application. This is not necessary if paid electronically.

Officer Position Descriptions:

Vice President-Elect

Summary of Duties:

The Vice President-elect serves as a member of the board of directors, assistant to vice-president as vice-chair of the program and education committee, and shall perform other duties as assigned by the president or vice president of the NSRC.

Specific Duties:

1. Assumes the duties of the Vice President in the event of the Vice-President's absence, resignation, or disability.
2. Vice-chair of the Program's and Education Committee
3. Serves as a member of the Award's Committee.

Officer Position Descriptions:

Treasurer

Summary of Duties:

The Treasurer has charge of all funds and securities of the Society.

Specific Duties:

1. Endorses checks, notes or other orders for payment of bills
2. Disburses funds as authorized by the Board of Directors and/or in accordance with the approved budget
3. Deposits funds as the Board of Directors may designate
4. Is responsible, with the President, for disbursement of all Society funds.
5. Prepares and submits reports of society income and expenses for review by the Board of Directors at each meeting.
6. Maintains society accounts for review by external audit.

7. Assists the President-Elect with preparation of the annual budget.
8. Responsible for assuring that the yearly tax preparation is accurate and submitted by due date to the tax preparer.

Officer Position Descriptions:

Secretary

Summary of Duties:

The Secretary maintains all society records and correspondence.

Specific Duties:

1. Keeps the minutes of the Board of Directors meetings, regular business meetings, and the annual business meeting.
2. Executes the general correspondence of the society.
3. Maintains policy and procedure manual
4. Maintains and provides stationary to BOD members as needed
5. Provides minutes to President within 30 days for review prior to distribution
6. Maintains and distributes on at least a quarterly basis an updated copy of the Strategic Plan.

Officer Position Descriptions:

District Directors (Omaha, Lincoln, Outstate NE)

District Directors (DD)

1. The District Director's primary responsibility is to represent their district members in the NSRC BOD. In addition, a District Director:
2. Is responsible for appointing district level committee chairpersons and developing a district communication network.
3. Facilitates many of the state level functions at the district level (e.g. fund-raising, public relations, etc.).
4. Assists with the promotion and execution of major events/seminars in the districts. They maintain financial knowledge and control of all events in their district. No NSRC sponsored or endorsed event should occur in a NSRC District without the knowledge of the DD for that district.
5. Is responsible for reporting of all district events through the use of multimedia recording (photos, video, etc.), the NSRC website and more.

District Director Charges

1. Insure at least one AARC approved district educational activity is offered in the district per year.
2. Provide at least one 'NSRC/AARC Members Only' event in the district.
3. Insure at least one fun event is held in the district. Capture and communicate the fun had in the event in the NSRC Website and/or in the local newspaper.
4. Policy Statement
5. Visit at least four employers of respiratory therapists (i.e. hospitals, subacute centers, etc...) to

- meet with the manager and staff as a representative of the NSRC.
6. Contact two Respiratory Care managers in the district each month by phone as a representative of the NSRC.
 7. Increase "ACTIVE" membership in district by at least 5-10% during the year.
 8. Maintain a log of all district activities as to function, type of event etc., and provide a report the NSRC BOD at the meeting following the conclusion of the event. In addition, a detailed financial report must be submitted to the NSRC Treasurer at the conclusion of all events.
 9. Submit a summary of district activities to the NSRC publications chair prior to the publication deadlines and to the NSRC President for submission to the AARC's Summit Award Program.
 10. Submit nominations for BOD office when requested by the Nominations Committee.
 11. Recruit members from the district to assist with district/state level work in the following areas:
 12. Legislative activities
 13. Management group meetings
 14. Public Relations / Membership
 15. District Newsletter/E-newsletter
 16. Recruit at least one team to compete in the state sputum bowl.
 17. District recognition event

Officer Position Descriptions:

Delegate A & B

Summary of Duties:

The Delegates represent the Society at the House of Delegates; the senior delegate acts as the leader of the delegation. Delegates A and B will alternate as the senior delegate based on previous experience. The delegate that has less recent experience in the AARC House of Delegates will be considered junior.

Specific Duties:

1. The duties of the Delegate are as specified by the bylaws of the AARC and the policies and procedures of the House of Delegates.
2. The Delegate will receive all HOD resolutions and distribute them to the BOD for input.
3. Delegates will solicit input from the BOD for proposed HOD resolutions at each BOD meeting or through electronic discussion.
4. The Delegates will submit a written report following each HOD meeting to the BOD.
5. The Delegates will serve on the Society Bylaws committee.
6. The duties of the Delegates shall be specified in the Bylaws of the AARC. They shall also serve other duties as assigned by the NSRC President of Board of Directors.
7. The Delegates shall be voting members of the NSRC Board of Directors.
8. Except for the office of Past-President, the members of the delegation may not hold concurrent elected offices on the Executive Committee.
9. Terms of office for the Delegates shall begin after installation at the annual business meeting.
10. The length of term for each Delegate shall be four (4) years, with one Delegate elected every two (2) years.
11. In the event of a vacancy in either office of Delegate. The Board of Directors may elect to

appoint a surrogate to attend individual meetings. This individual assumes the duties but not the position of Delegate. A Delegate will then be elected at the next scheduled election to fill the remainder of the vacated term.

Minimum requirements:

1. Must have served as a member of the Board of Directors or as a standing committee chair preceding election to the Delegate position.

Ratification of Presidential Appointments, Goals, Charges

All goals, charges, and appointments made by the President shall be approved by the Board of Directors before being considered official.

2. At the Board of Directors meeting following election of new officers, the President shall submit:
3. Appointments of individuals to serve on Standing and Ad Hoc Committees, Task Forces, Focus Groups, and any other groups, and to serve as representatives to other organizations as applicable
4. Goals for the succeeding year
5. Charges to Standing and Ad Hoc Committees and to any other groups to which members are appointed.
6. Any other appointments made by the President during his/her term shall also be submitted to the Board of Directors for approval prior to being considered official.

Closed Session Committees

All Executive and Closed Sessions of the Board of Directors shall be held in strict accordance with Society Bylaws and Roberts Rules of Order

1. Executive and/or Closed Session is an important mechanism for conducting confidential business of the Board of Directors
2. All items discussed in executive/closed session shall be held in strict confidence by all who are in attendance and may not be divulged to individuals other than the Board.
3. Any executive/closed session information that is germane to the effective functioning of the Board of Directors shall be disseminated to all board members in the timeliest fashion possible. Although not entirely closed session, the Board may utilize e-mail motion, discussion and action should the issue require immediate attention. The president will inform the board that these discussions are considered confidential and closed.
4. Executive committee shall meet at the request of the President. They may act in place of the board, but their action is subject to ratification as mentioned in bylaws.
5. A member of the Board found to be in violation of the confidentiality of these sessions shall be subject to disciplinary action up to and including removal from office.
6. Any violation shall be reviewed by the Judicial Committee: The Judicial Committee is called by the president and is a closed session.

NSRC Web Site Update Guidelines

1. The NSRC Webmaster will update the Web site twice a month, on the 1st and 15th day of the month.
2. Requests for updates may be submitted to the Webmaster by 1) the Publications Committee chairperson or 2) the President. Members and board members should send their requests for updates to the Publications Committee chairperson.
3. Update requests should be e-mailed to the NSRC Webmaster. They can be sent at any time. The Webmaster will accumulate all requests for updates and execute them on the next scheduled update.
4. Information for the updates may be sent in the body text of the e-mail or in an attachment. It is preferred that attachments be sent in Microsoft Word, Excel or PDF formats.
5. If time-sensitive information, such as dates and times for an upcoming event, is included in the attachment, that information should also be restated in the text of the e-mail. This will allow the Webmaster to immediately determine if the update needs to be completed before the next regularly scheduled update.
6. If a health emergency is declared, the Web site will be updated as needed. This state of emergency will be determined by the board president, the Publications Committee chairperson, and other health officials as needed.
7. During a health emergency, requests for updates should still be sent to the Publications Committee chairperson or President, who will send them to the Webmaster for posting. This will ensure that only authorized information and updates will be posted to the Web site.

NSRC Therapist of the Year

Purpose: The Therapist of the Year nomination process is open to all AARC member respiratory therapists in the state of Nebraska. This award provides an opportunity to recognize a respiratory practitioner for their contributions and advancement to the field of respiratory care, excellence and quality in patient care, and living the qualities of respiratory care in their community.

The nomination process will include:

1. Electronic nominations- linked to the www.nsrc-online.org
2. Electronic mailing to AARC members in Nebraska using the AARC list serve. Link provided in president's note.
3. Nominations conclude by March 31st or 2-months prior to the scheduled NSRC State Conference.

Aim: To recognize respiratory therapists who have made significant contributions to patient care, respiratory care and their colleagues, their community and state. This policy describes the process of nominating a Nebraska respiratory care practitioner for the NSRC Therapist of the Year Award.

Eligibility

Candidate must be licensed respiratory care provider and AARC member

1. Candidate must be nominated in written narrative by a member of their peers. (Licensed RCP and member of AARC, or Licensed Nurse and member of their professional organization)
2. Criteria
3. Candidate must be nominated for award either through written process or Internet on-line process. Narrative should include examples in the following:

Professionalism: Give examples that the candidate participates actively with professional organization. Candidate encourages colleagues to increase learning and professional membership.

Customer focus: Give examples that the candidate recognizes, meets and exceeds needs and requirements of patients and respiratory colleagues.

Quality: Give examples that the candidate participates and initiates improvement processes with professional colleagues for improved and quality patient care.

Teamwork: Give examples that the candidate demonstrates the spirit of teamwork.

Innovation: Give examples that the candidate develops original ideas that benefit patient, organization, community or state.

NSRC Therapist of the Year voting process is open to all NSRC/AARC members in Nebraska:

1. The NSRC president will organize the candidates and applications and send to the Nebraska AARC members using the AARC list serve. Deadline by the end of the first full week in April and before the NSRC State Conference. Voting will open using the survey monkey tool and will conclude April 30th. These dates may be modified to coordinate with State Conference.
2. Votes will be tabulated through survey monkey and be reported to the NSRC board.
3. The nominating person and the candidate will be notified of award.
4. The Award will be presented during the Annual State Conference in May. Do we want to just remove "May" as we have had the conference in April before etc.
5. Cost to the organization: NSRC Respiratory Care Practitioner of the Year Award and time to communicate set up and follow up with voting.
6. Post to NSRC-Online. Information on candidate and picture of award ceremony will be placed on NSRC website. Candidate's nomination narrative will accompany picture.

NSRC Employee of the Year Nomination form: Electronic submission via survey monkey or e-mail documentation.

<p>1. This candidate is nominated by: <i>Contact information: Phone</i> <i>E-mail Address</i> <i>Date submitted:</i></p>
<p>Name of Nominee and Title and years of service. AARC Member</p>
<p>Active Respiratory practitioner and licensed in Nebraska <i>Candidate works in patient care environments: Hospital, Home Care, Skilled Nursing Facility, Sleep, Diagnostic/PFT, Other:</i></p>
<p><i>How you know the candidate? Why they should be Therapist of the Year? Focus answers using the below categories.</i></p>
<p>6. Patient Focus: <i>Explain how this candidate has performed “beyond the call of duty” displaying extraordinary efforts, creativity or innovation to improve patient care.</i></p>
<p>7. Leadership: <i>Describe this candidate’s professionalism and dedication to their patients, and/or colleagues and/or community.</i></p>
<p>8. Teamwork: <i>The candidate has worked as a team player. Give example(s)</i></p>
<p>9. Results: <i>The candidate has taken an idea or suggestion and has made a positive effect for their patients, colleagues, local or national community.</i></p>
<p>10. Optional: <i>Other characteristics the nominee possesses that the AARC/NSRC membership should know.</i></p>

NSRC Charitable Giving Policy

The NSRC recognizes the important role that charitable, nonprofit organizations play in supporting Respiratory Care within the state of Nebraska and nationally. Therefore, the NSRC has established the following policy to support the organization’s charitable donations.

Guidelines:

1. Donations must support the mission and vision of the NSRC and/or AARC and directly impact the profession of Respiratory Care.
2. Donations in one fiscal year should not exceed more than \$250.00. Donations requests are only valid in the year they are submitted and can not be rolled over into the following year.
3. Requests for donations at the in-state level would take precedence over out-of-state or national requests.
4. Request for donations should be written requests and included as part of the NSRC records. Written requests can be submitted by board members, society members, and/or AARC meeting reports. The request should include the following:

5. Name of Organization, contact information/website, 501c3 status.
6. Name of person submitting request
7. Amount requested
8. Overview of what donated funds will be used for within the organization.
9. The NSRC donations will be made towards requests from organizations recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt organization whose purpose is charitable, healthcare, advocacy, or educational.
10. For a request to be approved and donation awarded a majority vote of the board must occur at an NSRC board meeting following the normal voting procedures of the organization.
11. The treasure will send payment and document donation in financial records within 30 days of the vote to award.
12. The board will notify the membership of donations on the NSRC website and/or social media platforms within 30 days and an annual report provided at the state meeting showcasing the donation impact.
13. Requests denied by the board vote will be documented in meeting minutes and the president will notify the person who submitted the request within 15 days of the vote.

Ineligible Donations:

14. Religious and/or politically affiliated organizations are not eligible.
15. Organizations that discriminate based on race, gender, ethnicity, or creed are not eligible.
16. Organizations that are identified more with specific groups of people rather than the profession of Respiratory Care, such as veterans' groups, fraternal orders, labor organizations, and entertainment organizations are not eligible.
17. Contributions that discharge a legal obligation of the employee or any other person are not eligible.

Conflict of Interest (COI) and Fiduciary Responsibility

References:

AARC HOD Conflict of Interest (COI) Disclosure policy

AARC By-laws

Conflict of Interest Definition. BusinessDictionary.com. Retrieved November 14, 2009, from BusinessDictionary.com website: <http://www.businessdictionary.com/definition/conflict-of-interest.html>.)

The Nebraska Society for Respiratory Care recognizes the diverse interests of its members. Occasionally, members of the Board of Directors (BOD) may have associations with an external entity that will cause conflict in their ability to speak about and/or vote on resolutions and actions brought before the Board. Officers and Directors of the NSRC shall retain fiduciary duty to manage the Affairs of the Association so

that its property will be used for the purpose for which it has been entrusted.
This policy allows the membership of the BOD to disclose on a regular basis conflicts that may exist.

Conflict of Interest

1. On an annual basis the NSRC will require each member of the BOD to fill out a conflict of interest (COI) statement.
2. This COI statement must be filled out prior to the member's first Board meeting of the year.
3. The COI statement will be sent by the NSRC Secretary with the credentials form.
4. All COI statements must be received prior to the start of the meeting in order for the members to be seated at that meeting.
5. NSRC BOD COI Statements will be kept by the NSRC Secretary and will be accessible to the President or their designee. A spreadsheet will be created showing the completion of the COI forms and list any disclosed conflicts. This form will be confidential in nature and will only be accessible by the President or their designee.
6. Board members will be required to update the COI statement prior to the second meeting of the Board if they have previously provided one. This statement will either be a declaration that there is no change to the initial COI statement for the year or an additional disclosure of new conflicts.
7. Board members are expected to disclose a COI during the course of a discussion that may not have been disclosed on their original COI statement.
8. The President will review the COI forms prior to the meeting and identify any potential issues. The President will speak with the Board member prior to the start of the meeting or discussion.
9. A perceived or real COI may necessitate a Board member having to remove themselves from the discussion and/or vote. The Board member in consultation with the President will reach that decision before the discussion begins.
10. Any Board member who is suspected of violating this policy may be subject to having a formal complaint filed with the Executive Board. A member found to be in violation of this policy may be removed as a NSRC BOD.

Notes:

External Entity –A corporation, association, organization, or special interest group which may have a formal and/or informal relationship(s) with the Nebraska Society for Respiratory Care.

Conflict of Interest- A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional-interest or public-interest

Fiduciary Responsibility

1. Society Directors and Officers shall be considered "fiduciaries" and therefore have a status similar to that of trustees.
2. Directors and officers shall act solely for the benefit of members of the Society in scrupulous good faith and candor.
3. The fiduciary standards applicable to Directors and Officers of the NSRC shall be as summarized below, to provide a reference for determining conduct to which a Director or Officer should adhere:
4. Duty of Loyalty: the duty of loyalty for a NSRC Director or Officer requires that he or she not exploit Society opportunities, or misuse inside information, or cast a vote on a matter in

- which a Director or Officer has an adverse interest.
5. Doctrine of Corporate Opportunity: Where a business opportunity is in line with the Society's activities, and is one in which the Society has a legitimate interest or expectancy, the opportunity belongs to the Society. A Director or Officer who diverts the opportunity and embraces it as his/her own will be considered a constructive trustee for the benefit of the Society and holds all of the profits and benefits received there from for the Society.
 6. Use of Inside Information: a Director or Officer who acquires special knowledge or information by virtue of his/her fiduciary relationship with the NSRC is not free to exploit that knowledge or information for his/her own personal benefit. Just as trustees have no right to retain for themselves, the profits yielded by property placed in their possession, but must account to their beneficiaries, a NSRC Director or Officer may also be held accountable where he/she has disclosed such information to another person who then gains an advantage over members or the general public or the Society and its members.
 7. Duty of Care: the duty of care requires that NSRC Directors and Officers exercise reasonable care and good faith in carrying out their responsibilities. A Director or Officer should exercise the same care and skill which an ordinarily prudent person would exercise under similar circumstances in his or her own personal affairs. By accepting the office, Directors and Officers implicitly undertake to give their best judgment to the NSRC, and may be held liable for negligent or unauthorized acts.
 8. In the event that any Director or Officer of the Society should have any direct or indirect interest in or relation with, any individual or corporation which has entered, or proposes to enter, into any transaction with the Society, such Director or Officer must notify the Board of Directors of such interest or relationship, and must thereafter refrain from discussion or voting on the particular transaction in which he or she has such interest. Such a Director or Officer must also refrain from otherwise attempting to exert influence on the Society, its Officers, Board of Directors, or employees to effect its decisions participate or not to participate in such actual or proposed transaction. The types of transactions here considered include, but are not limited to those involving:
 9. The sale, purchase, lease or rental of any property, supplies or other assets between a Director or Office and the Society.
 10. Employment or the rendition of services
 11. The award of any grant, contract or subcontract, or
 12. Investment or deposit of any funds of the Association.
 13. If and when the particular transaction is discussed in a meeting, the minutes of that meeting must reflect that a disclosure was made by the interested Director or Officer. Furthermore, A Director or Officer must not in any direct or indirect manner compete with the Society or secretly act on behalf of creditors.
 14. Any questions not directly answered should be brought before the entire Board of Directors.
 15. Each Board member shall complete a "Conflict of Interest" statement as directed by the President.

Definitions:

Conflict of interest:

A conflict of interest is defined as any situation where a Director or Officer has a direct or indirect outside personal interest which has the potential of being contrary to the best interest of the Society.

AARC definition: Direct or indirect participation by a key person of the association in association decisions regarding, contracting of services; purchase, sale, or lease of property, supplies or assets; setting the direction or action of the association, that involves direct or indirect personal interest or influence in entity external to the association that is in or has potential of being in conflict with the best interests of the association.

Fiduciary Duty:

A fiduciary duty is the highest form of legal duty owned by one person to another.

Conflict of Interest Statement

As duly elected officer of the NSRC I hereby state that I or members of my immediate family have the following affiliations or interests or have taken part in the following transactions that, when considered in conjunction with my position with or relation to the Nebraska Society for Respiratory Care, might possibly constitute a conflict of interest. Detail those relationships or check NONE where applicable;

Outside Interests: Identify any purchases or sales or interests or services by yourself or your immediate family that might be deemed to have been in competition with the NSRC?

None__

Outside Activities: Identify any instances in which you or a member of your immediate family have rendered directive, managerial or consultant services to any outside concern that does business with or competes with the services of the NSRC.

None__

Gifts, Gratuities and Entertainment: Neither I nor any members of my immediate family have accepted gifts, gratuities or entertainment from any outside concern that does, or is seeking to do, business with, nor is a competitor of the NSRC except as listed below.

None__

Inside Information: Neither I nor any member of my immediate family have disclosed or used information relating to the NSRC business for personal profit or advantage of myself nor my immediate family, except as listed below.

None__

Other: List any other activities in which you or your immediate family are engaged in what be regarded as constituting a conflict of interest

None

I hereby agree to report to the NSRC President any further transactions that may develop and refrain from voting on any issues where conflict is identified.

Print Name:

Print Board Position: __

Sign Name: ____

Date: __