

Conflict-of-Interest Committee

Action Plan

Purpose:

The Conflict-of-Interest Committee is responsible for reviewing and discussing any potential or actual conflict of interest matters disclosed to the President. The Committee's duty is to ensure transparency and uphold the integrity of the organization by addressing conflicts of interest in a fair and consistent manner, making recommendations as necessary to mitigate any risks that may arise. Through its work, the Committee helps maintain the trust of members, stakeholders, and the public in the organization's decision-making processes.

Duties:

To discuss conflict of interest matters that have been disclosed to the President.

Composition:

The Conflict-of-Interest Committee shall be composed of:

- The Association Secretary,
- A Trustee who is not a Council member (except for the Councils on Annual Session, Past Presidents' and Nominations) appointed by the President.
- And in addition, the appropriate Council or Committee Chairmen if any.
- The Association Attorney and the Executive Director shall be members of the Committee but shall not have a vote.

Time Commitment: The President shall convene the Conflict-of-Interest Committee either by conference call, or if time permits, an actual meeting to discuss any matter that has been disclosed to him/her.

Participation Expectations:

Terms: The term of office shall be for one (1) year, which shall not be subject to term limitations.

Attendance: Regular attendance at committee meetings is expected, and failure to attend at least 75% of the scheduled meetings annually may result in consideration for dismissal from the committee.

Engagement: Members of the Conflict-of-Interest Committee are entrusted with the responsibility of reviewing and discussing conflict of interest matters that have been disclosed to the President. Each member is expected to uphold the highest ethical standards, ensuring impartiality and transparency in addressing conflicts that may impact the integrity of the organization. Committee members will work collaboratively to evaluate the nature and scope of disclosed conflicts, provide guidance, and recommend appropriate actions to mitigate potential risks. Through their commitment to objectivity and fairness, committee members help safeguard the trust and reputation of the organization.

Conduct: The Association is committed to the principle that all individuals should be treated with dignity and respect. The Association strongly disapproves of any action or conduct by members or employees which constitutes harassment of an individual on account of race, sex, sexual orientation, disability, age, religion, national origin or any other characteristic protected by law.

Resources:

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