



ETHICS COMMITTEE CHARGE

Number of Members 9

Must be an odd number for purposes of voting

Composition

Members shall include a Chair and a Vice Chair, two prior senior volunteer leaders (Past Presidents or former Trustees), a non-EP who has served on an ethics committee for another organization and four to six at-large members representing diverse constituencies, including a pediatric and basic science representative. The Society's legal counsel shall serve as a non-voting expert resource. The Chair may invite guests as needed to expedite information sharing.

Method of Appointment

The Committee Chair, Vice Chair and members shall be appointed by the President-Elect, in consultation with the President and the Chief Executive Officer.

Term of Office

One year. Reappointment for two additional, consecutive one-year terms is permissible.

Accountability

Reports to: Board of Trustees

Key Relationships: Executive Committee, Education Committee, Education Programs and Services Subcommittee, Health Policy Committee; Scientific and Clinical Documents Committee; others as warranted

Purpose

To safeguard the Society's reputation as an ethical organization.

Responsibilities

- Ensure compliance with the Society's *Code of Ethics and Professional Standards*.
- Ensure that the Society's policies, procedures and sanctions are fully communicated to Members and participants in educational activities, products and services, and publications.
- Orient officers, trustees and committee chairs to their obligations and responsibilities under the *Code of Ethics and Professional Standards*.
- Oversee regular submission and random auditing of disclosure statements provided by volunteers, staff and educational participants.

- Oversee a mechanism for the reporting of potential violations at educational activities by Members, staff and attendees.
- Investigate reports of potential violations.
- Impose and enforce sanctions or other judgments that are consistent, impartial and fair.
- Oversee a mechanism for an independent appeals process.
- Review proposals for new initiatives referred by the Non-CME Programs and Services Subcommittee, other committees, or Management for potential conflict of interest.
- Act upon hardship waiver requests from officers and the journal editor.
- Coordinate with the CME Compliance Subcommittee to ensure that the Society's disclosure and conflict of interest procedures align with the Accreditation Council for Continuing Medical Education's accreditation standards.
- Periodically evaluate the effectiveness of the Society's *Code of Ethics and Professional Standards*, *Guidance for the Heart Rhythm Society Pertaining to Interactions with Industry*, and whistleblower policies, and recommend revisions to the Board.
- Biennially review, assess and update committee policies and procedures.

Decision-Making Authority

- Establish committee procedures, including auditing, reporting and appeals.
- Conduct investigations.
- Levy and enforce sanctions.
- Authorize waivers.

Meeting Frequency

At least two meetings annually, by teleconference or face-to-face. Additional meetings as needed.

Estimated Time Commitment

Up to 1 hour per month

Scheduled

Committee Conference Calls (monthly, as needed)

Ad Hoc

Possible in-person meetings at ACC annual or HRS Scientific Sessions

Busiest Times of the Year

Prior to Board meetings (September, January, May)

Limitations*

Ethics Committee members must have disclosure totals less than \$100,000, excluding institutional research and fellowship support and/or less than \$50,000 for a relationship with a single company.