



**American College of
Foot and Ankle Surgeons®**
Proven leaders. Lifelong learners. Changing lives.

**2019 Volunteer Application
for RETURNING Volunteer Leaders
(Served on an ACFAS committee in 2018)**

Time Sensitive: Please respond by October 31, 2018!

Dear ACFAS Fellow and Associate Members:

Each year, the incoming President of ACFAS sends out a call for volunteers to work on various committees and projects for the College. It is now my privilege to request that you consider volunteering your expertise in 2019.

Since you have previously served, you know the structure of the ACFAS committees and how they relate to the Board of Directors, and I thank you for your past commitment. Our committees have significant autonomy to accomplish the goals and tactics set forth in the ACFAS annual business plan. The Board of Directors does not micromanage our committees; rather the Board focuses on strategic issues and only monitors the committees' work via the ACFAS business plan. This means your invaluable time is well spent by making decisions that truly matter to the long-range plans of the College and the profession.

We are also looking for volunteers to serve on our panels that develop Clinical Consensus Statements and to serve as editors for the ACFAS Scientific Literature Review Monthly. Serving in one of these capacities helps the College provide our profession important information we need to remain up-to-date in our field.

We need leaders, thinkers, team players and hard workers on our committees. I hope you will once again carve a piece of time out of your already busy schedule to continue as a member of an ACFAS committee, serve on a Clinical Consensus Statement panel, or be an editor for ACFAS Scientific Literature Review Monthly. Thank you for your time on behalf of the College and I welcome the opportunity to once again have you as a volunteer leader of the College.

Sincerely,

Christopher Reeves, MS, DPM, FACFAS
President-Elect

See the instructions and application form below. Due October 31!

Volunteer Assignment Guidelines and Expectations

Returning committee members (if you did serve on a 2018 committee):

- **Please complete the Returning Volunteer form below.**
- Please note: If you have served three years on the committee, you may be asked to rotate onto a different committee. This is a standard procedure to ensure a constant flow of new ideas and talent in our leadership.
- Reappointment is not automatic or guaranteed.
- Even if you would like to stay on the same committee, please make sure you indicate your second and third choices in the event your current committee is not available.

Clinical Consensus Panel Applicants:

The Board of Directors soon will determine the topics for the Clinical Consensus Statements to be developed in 2019, and the College needs dedicated volunteers to serve on the panels that will develop these statements. If you are interested in serving on a Clinical Consensus Panel, please indicate so on your volunteer application. Once topics are identified, we will reach out to you to determine if any of the topics fall within your areas of expertise. To qualify for consideration for these panels, you must possess:

- Research, lecture, or publication experience in the statement topic (topics to be determined),
- Ability to commit to a tight timeframe and deadline – approximately three months from start to finish (exact timeframes not yet determined), and
- Knowledge of or prior participation in a clinical consensus statement or research is preferred.

Scientific Literature Review Applicants:

The ACFAS Scientific Literature Review Monthly offers literature reviews for a variety of published articles from non-podiatric journals, including clinical studies, case reports, methodology and technical reports, and clinical “pearls.” Residency Programs review selected articles from peer reviewed journals outside the “foot and ankle” journals, yet germane to the field of podiatric surgery and submit the reviews to ACFAS.

As a scientific literature review editor, you will be asked to review the submissions of several residency programs four (4) times a year. You may have as many as 15+ abstracts.

Description of 2019 ACFAS Committees



Use these initials to indicate your COMMITTEE choices on the response form.

ASC - **Annual Scientific Conference** – Responsible for topic, curriculum, and speaker selection. Also responsible for abstracts, posters, and manuscript competition. Members often serve as session moderators. Brief meeting at 2018 ASC. One, two-day meeting, plus significant individual work and/or task forces. Manuscript group also meets once via conference call.

CEC - **Consumer Education** - Responsible for development of patient education information and practice marketing tools, consumer media relations, and the patient education website (FootHealthFacts.org). Extensive electronic collaboration, conference calls and one weekend meeting.

ESC - **Education & Scientific** – Responsible for specialty programs (other than the ASC and Surgical Skills), podcasts, surgical e-learning programs (online and DVD), pre-Annual Conference workshops, Region CME programs, and miscellaneous programming. One meeting plus some small task force meetings.

FEL - **Fellowship** – Responsible for all aspects of the ACFAS Recognized Fellowship Initiative and fostering the support of post-residency surgical fellowships. One in-person meeting, plus committee conference calls, and occasional interviews of fellowship programs seeking ACFAS recognition.

MEM - **Membership** – Responsible for membership recruitment and retention strategies with a focus on growth and services to young members. Identifies and audits new or existing member services. Two or more conference calls.

PGA – **Post-Graduate Affairs** – Responsible for programs and services to enhance residency education, residency programs, and serve residency directors. One meeting plus conference calls. (Residency Directors Only.)

PMC - **Practice Management** – Develop and promote practice management resources (insurance, coding, billing, administration, reimbursement and related matters), including formal education programs (online and in-person). One meeting and three conference calls. SKILLS SOUGHT: Experience with multiple practice setting operations; coding/billing acumen; and interest in emerging practice issues and regulations.

PRC - **Professional Relations** – Recommend areas for policy development, scope of practice concerns, credentialing and privileging, reimbursement, working with other healthcare communities, etc. One meeting and conference calls. SKILLS SOUGHT: Past work on scope of practice issues, health policy acumen, and hospital leadership roles.

REG- **Regional Leaders** – ACFAS’ nine regions are always seeking future leaders to extend the College’s impact locally, including the new regional CME programs, working with residents and students, recruiting new members, and more. If interested, we’ll pass your name along to your local region president.

RES - **Research** – Responsible for the College’s research endeavors, including but not limited to ACFAS-initiated research studies, clinical health registries, clinical consensus standards, research grants, and related matters as budgeted. SKILLS SOUGHT: Previously published. Familiarity with research practices and registries. Two meetings and conference calls as required.

SSC - **Surgical Skills Courses** – Responsible for development and refinement of all surgical skills courses, including topic and faculty selection, plus input into podcasts, DVDs, and e-learning topics. One meeting plus conference calls.

The response form also provides the opportunity to volunteer as a reviewer for Scientific Literature or to serve on a Clinical Consensus Statement panel.

Instructions:

- Complete and submit the Response Form below. The form is a fillable PDF and once you select “Submit” your email will open with the completed form attached. Just select “send” in your email system and your form will be sent to volunteer@acfas.org. Please make sure to attach ALL of the materials cited above to your email. Your Response Form and online Conflict of Interest disclosure must be completed and received by **October 31**.
- Committee appointments will be made in early February and your request will be acknowledged no later than January 31, 2019. If appointed, your service will run from the 2019 to 2020 Annual Scientific Conferences.
- You may volunteer for more than one area of service: committee, clinical consensus panel, or scientific literature reviewer.

Committees:

- By submitting this form, you agree to participate fully, share in the committee’s responsibilities, complete “homework” assignments in a timely manner, and voluntarily participate in the programs or services that your committee oversees. Members who are unable to fulfill these expectations will not be reappointed.
- **All** committee members are expected to regularly attend the Annual Scientific Conference and events governed by your committee (e.g., that you have attended Surgical Skills courses if you want to serve on the Surgical Skills Committee, etc.).
- The College will reimburse you for committee travel expenses and offer a modest honorarium for attending committee meetings.

Clinical Consensus Panels:

- By submitting this form, you agree to participate fully, share in the panel’s responsibilities, and complete “homework” assignments in a timely manner.
- The College will reimburse you for any required travel expenses and offer a modest honorarium for attending panel meetings.

Scientific Literature Reviewers:

- By submitting this form, you agree to participate fully and complete “homework” assignments in a timely manner.

It is critical that you use email on a daily basis for timely communications. You must check email daily.

If you have any questions regarding committee service and/or our policies and procedures, please contact President-Elect Christopher Reeves at docreeves1@yahoo.com or Executive Director Chris Mahaffey at mahaffey@acfas.org



American College of Foot and Ankle Surgeons

Financial Conflict and Duality of Interest Disclosure Policy

Revised and adopted by the Board of Directors November 2017

Who Must Disclose and Why:

ACFAS officers, directors, committee members, faculty, authors, and others acting on behalf of the College must avoid advancing personal interests that injure or take advantage of the College. Strict standards of honesty and good faith are expected so that actions are based solely on the best interests of ACFAS, its members, and in the case of medical organizations, the public. Decisions should not be influenced by desire for personal profit or by other extraneous considerations. Even the appearance of a conflict of interest should be avoided and/or disclosed.

The intent of this policy is not to prevent an individual with a potential conflict of interest from taking part, but to ensure that any potential conflicts are identified openly. For meeting situations, it may be appropriate for the individual to recuse themselves from discussions related to the conflict. In learning activities, disclosure of potential conflicts allows those engaged in the activity to form their own judgements regarding possible bias.

Definitions:

A **conflict of interest (COI)** is defined as any real or potential situation that has competing, professional or personal interests that would make it difficult to be unbiased. A COI may occur when (1) an individual's private interest differs from his/her professional obligations, or (2) professional actions or decisions occur that an independent observer might reasonably question. A COI depends on the situation and not on the character of the individual. The appearance of a COI (perceived conflict of interest) may exist even though there is no actual conflict.

A **duality of interest** is defined as any real or potential situation of serving in a governance (officer, director, committee member, etc.) or consulting role with an organization that has dual goals and objectives or has business and professional interest or activities that conflict or compete with the College.

To avoid real or perceived conflict of interest, all interested parties¹ shall sign a statement disclosing all real or potential financial and duality of interest² conflicts at the time of application, election or appointment. The interested party must inform ACFAS of any changes in their disclosures during their tenure. "Interested party" includes specified members, their spouse or domestic partner, parents, children, step-children, and practice partners (if it affects the interested party's interests).

¹ As defined in the Board Policy Manual

² As defined in the Board Policy Manual

Examples of Conflicts of Interest to be Disclosed (please review carefully)

While it is not possible to list every circumstance that may give rise to a possible conflict of interest, the following will serve as a guide to the types of activity which might cause conflicts and should be fully disclosed.

- ☑ Participate in non-ACFAS organizations (profit or non-profit), that may be detrimental, detract, or dilute the College's mission, effectiveness, or finances:
 - a. Serve as a director, officer, manager or member of another medical organization.
 - b. Serve as a member of a medical publication editorial or governing board.
 - c. Serve as a consultant or speaker either directly or indirectly, compensated or non-compensated.
- ☑ Hold a financial interest in non-ACFAS organizations (profit or non-profit) that may make it difficult to be unbiased:
 - a. Any interest in, sponsorship or promotion of any commercial venture including, but not limited to, development of drugs or devices or instruments, medical writing, instructional publications or materials; or receipt of support for research activities from government, commercial or private sources.
 - b. Acceptance of support from commercial sources with the intent of understanding that a commercial product will be promoted by the formulation and presentation of the scientific exhibit, paper, or visual aid at an ACFAS meeting or sponsored scientific event.
 - c. Ownership of more than 2 percent financial interest (including stock or stock options) in any organization.
 - d. Acceptance of gifts in excess of \$50, loans (other than from established banking or financial institutions), entertainment other than meals at business functions, or other substantial favors from any outside concern which does, or is seeking to do business with ACFAS or its members.

Compliance – Board/Committee/Taskforce

1. Interested parties must complete and sign the Financial Conflict and Duality of Interest Disclosure Form for each year of their service and update their form during the year if there is any change.
2. Conflicts disclosed on the form shall be reviewed by the Board's Conflicts of Interest Committee to determine if the conflict, if properly disclosed, is or is not sufficient to allow continued service.
3. The Committee will review all Board agendas in advance and identify Board members who have potential conflicts, and recommend to the Board member(s) appropriate measures to remediate the conflict. The Committee will perform the same service for a committee(s) upon request, although committee's should follow board procedures on their own initiative, supervised by the staff liaison.
4. When the board or any committee meets, the COI disclosure statements for that group shall be distributed to the group (e.g., in the pre-meeting reading materials) so everyone is aware of any potential conflicts of interest within the group.
5. A preliminary agenda item at each meeting shall be "Review of Conflict of Interest Disclosure Statements." The chair shall ask if any member wishes to amend the disclosure form and/or recuse themselves from discussion on any agenda item(s). Amendments to the form and/or recusals shall be recorded in the meeting's minutes.
6. Members who recuse themselves from agenda item(s) shall also leave the room for that agenda item(s) after answering any questions so that the remaining members may speak freely.
7. Meeting minutes should also reflect the statement of conflict by a member and the fact that the member did not participate in discussion or vote on the issue.

Compliance – Faculty/Speakers

8. Interested parties must complete and sign the Financial Conflict and Duality of Interest Disclosure Form for each year of their service and update their form during the year if there is any change.
9. Financial and duality disclosures are published in the promotional and program material related to each educational activity.

Enforcement

10. Failure to disclose and/or recuse shall be subject to review and/or dismissal from the committee or panel.
11. Members may file conflict of interest complaints based on their observation of member behaviors, speaking, writing, etc., via a form at www.acfas.org/conflicts.

Completing the ACFAS Conflict of Interest Disclosure Form

The College's conflict of interest disclosure is completed on-line. Individuals required to complete a disclosure will receive information on how to access the ACFAS Ethics System.

When completing the online disclosure form, please be prepared to answer the following questions. Note: these questions relate to both you and a family member (spouse or domestic partner, parent, children, step-children, or business partner - if it affects your personal interests).

1. Do you serve as a Consultant, Advisor, or Speaker for any for-profit company or non-profit organization?
2. Do you hold more than a 2 percent financial interest (including stocks) in any organizations?
3. Do you own any Intellectual Property Rights with any organization?
4. Do you serve in any official capacity, either elected or appointed, for any other medical or podiatric organization (non-profit or for-profit)?
5. Do you serve on an editorial or governing board of a medical publication?
6. Do you receive any grant/research funding?
7. Are there any other oral, written, or financial relationships between you and any for-profit company or non-profit organization that has conflicting or dual goals and objectives or have competing business and professional interests or activities?

You will also be required to confirm that you reviewed your most current CMS Open Payments webpage before completing and signing the form.

You will be expected to update the on-line form should any new conflict disclosures develop or existing conflicts be discontinued.

If you need to access the ACFAS Ethics System and do not remember your login information, contact volunteer@acfas.org.

**2019 ACFAS RETURNING
VOLUNTEER Response Form**
(If you served on a 2018 committee)

Your Full Name: _____

Committee Service: Would you like to serve again on the same committee in 2019?

Yes, I currently serve on:

No, I will not serve in 2019.

No, I would like to serve elsewhere. Please select your 1st, 2nd, and 3rd committee preferences below:

Please Note: 3 Different Choices Are Required

1st Choice

2nd Choice

3rd Choice

Check box(es) - I attended the ACFAS Annual Scientific Conference in:

2016 - Austin

2017 - Las Vegas

2018 - Nashville

Clinical Consensus Statements (CCS): (2019 topics TBD - once determined, you will be contacted regarding the specific topics.)

I would like to serve on a panel to develop a CCS.

Mandatory: If volunteering for a CCS panel, please attach your CV.

Scientific Literature Review: I am interested in reviewing Scientific Literature

Mandatory: If volunteering as a reviewer, please attach your CV.

Final Checklist: Please review each statement.

I agree to the volunteer guidelines and expectations stated elsewhere.

I agree to the ACFAS Conflict of Interest policy and will complete the online Conflict of Interest Disclosure Form (information to complete the online form will be emailed to you).

If volunteering for a CCS panel or SL review, I have attached a ONE-page CV.

I hereby assign the copyright of any committee work product authored by me to ACFAS.

Your Signature **(required)**

Date

(Your typed name will represent your signature)

Your email: _____

Submit this form by October 31, 2018

If you have any questions, contact us at volunteer@acfas.org