



We help the world breathe
PULMONARY • CRITICAL CARE • SLEEP



ATS Public Advisory Roundtable Policies and Procedures

Introduction of the ATS Public Advisory Roundtable

The ATS Public Advisory Roundtable (ATS PAR) is a core component of the American Thoracic Society and a mutually beneficial partnership wherein organizations that represent persons affected by respiratory diseases, sleep-related conditions, or critical illnesses collaborate with the American Thoracic Society to advance their shared educational, research, patient care, and advocacy goals. ATS PAR bridges the patient's perspective to the Society and provides the Board of Directors with strategic guidance to keep patients and families as a central focus of all ATS activities and programs.

The ATS PAR has created unparalleled synergy with the ATS by involving patients in providing support, shaping policy and stimulating research. Objectives are accomplished through ATS PAR representation on standing ATS Committees and joint programs and activities that will ultimately improve the lives of individuals affected by respiratory diseases, sleep-related conditions, or critical illnesses. Its functions are defined within the ATS PAR policies and procedures described below.

SECTION 1: NAME

The name of the organization is the American Thoracic Society Public Advisory Roundtable (ATS PAR).

SECTION 2: ORGANIZATIONAL STRUCTURE

2.1 ATS Public Advisory Roundtable - PAR members are nominated by the ATS PAR Executive Committee and appointed every year by the ATS President. PAR will have between 12 and 15 members at any time. ATS PAR organizes and directs the activities of the Council of Public Representatives and serves as a standing advisory committee of the ATS Board of Directors.

2.2 Officers

To ensure continuity in PAR leadership the ladder structure below has been implemented for the PAR Executive Committee. To join PAR leadership, the person needs to be recommended by the PAR Executive Committee, after an affirmative vote by the PAR membership and then appointed by the PAR Chair. As a final step, all PAR Officers are appointed every year by the ATS President. Once appointed they are committing to 6 years of service. PAR's organizational structure will include the following officers:

- ❖ Year 1 & 2: Chair Elect
- ❖ Year 3 & 4: Chair
- ❖ Year 5 & 6: Immediate Past Chair

Terms will begin at the end of the ATS International Conference of the appropriate year. If the chair leaves before the end of their appointment then the chair-elect assumes the remaining time in the chairs appointment. If there is less than a year remaining then the chair-elect will finish the remaining vacant term and then begin their full term.

2.2a Membership Chair

The ATS PAR Chair will seek nominations from PAR members for the position of Membership chair. The PAR Executive Committee will present a recommendation for a vote by the PAR membership. After an affirmative vote of the PAR membership the PAR chair will appoint the Membership chair to a two-year term. The Membership chair does not automatically ascend to the position of chair-elect.

2.3 Executive Committee

The Officers of PAR in addition to the Membership chair will comprise the PAR Executive Committee.

Section 2.4 Emeritus

This honorary status will be given at the discretion of the PAR Executive Committee to former PAR members for outstanding contribution. Past members with this status will serve in an advisory capacity to PAR.

- ❖ PAR Emeritus members may be invited to participate in ATS task forces or ad hoc projects. The ATS will reimburse the Emeritus member for the cost of travel and expenses associated with meeting attendance for any such project.
- ❖ PAR Emeritus members are welcome to attend PAR events or functions if they are already at the meeting where the function is being held. The ATS will not reimburse the Emeritus member for the cost of travel and expenses associated with attendance at any such PAR event.

2.5 Council of Public Representatives - The Council of Public Representatives is comprised of individuals representing respiratory diseases, sleep-related conditions and critical illnesses. Membership applications are reviewed by the ATS PAR and the list of members of the Council is reviewed and approved by the ATS President on an annual basis. Members of the Council of Public Representatives are encouraged to actively participate in PAR activities.

2.6 Council Membership Criteria:

- ❖ Support the mission and vision of ATS-PAR
- ❖ Able to put personal interests aside and work for the good of the entire group
- ❖ Former PAR members in good standing are entitled to membership on the Council of Public Representatives, if they so choose.

SECTION 3: REPRESENTATION

- ❖ The ATS PAR Chair is a full voting member of the ATS Board of Directors, as duly constituted in the ATS By-Laws.
- ❖ Members of ATS PAR may serve on ATS standing committees as appointed by the ATS President.
- ❖ Members of ATS PAR or the Council of Public Representatives or Emeritus PAR members may serve on ATS ad-hoc committees and task forces as appointed by the ATS President.

SECTION 4: MEMBERSHIP

ATS PAR members are nominated by PAR and appointed by the ATS President. Individuals who are interested in being nominated may submit an application. Please see Appendix 1 for PAR Membership application.

4.1 Membership Criteria

- ❖ Individuals from not-for-profit health related organizations who may be a patient, or family member/caregiver and who clearly represents individuals with respiratory diseases, sleep-related conditions, or critical illness
- ❖ Minimum 1 year membership on the Council of Public Representatives. Under special circumstances that requirement may be waived by the PAR Executive Committee.
- ❖ Direct connection with patients AND connection to respiratory diseases, sleep-related conditions, or critical illnesses
- ❖ Proven leadership and communication skills
- ❖ Demonstrated record of successful implementation of programs and services
- ❖ Advocate for the improvement of the quality of life of persons affected
- ❖ National in scope and mission
- ❖ Presidential appointee — under special circumstances

4.2 Annual Membership Review

- ❖ Membership on PAR will be reviewed annually
- ❖ The annual membership review will be conducted by the PAR Executive Committee to determine if basic PAR membership criteria and responsibilities have been met and/or maintained.
- ❖ Recommendations by the PAR Executive Committee for PAR membership renewal will be forwarded to the ATS President for final approval as a part of the annual nomination process.
- ❖ Notification of annual membership review decision will be sent by PAR Chair to each PAR member.

4.3 Members' Responsibilities

ATS PAR Members have the following responsibilities:

- ❖ Prepare for, attend, and thoughtfully participate in most face-to-face meetings and conference calls.
- ❖ Serve on ATS standing committees, ad-hoc committees or task-forces as appointed by the ATS President
- ❖ Initiate the activities of the Council of Public Representatives and provide leadership and mentoring to its members
- ❖ Recruit members for the Council of Public Representatives
- ❖ Remain fully informed about the work and progress of the ATS PAR

- ❖ Participate in the development and implementation of the ATS PAR strategic plan
- ❖ Continually evaluate the performance of the ATS PAR and make recommendations that will help to implement improvements
- ❖ Adhere to the ATS PAR Code of Ethics
- ❖ Represent the ATS PAR in a positive manner at all times, bringing grievances and concerns to the PAR Executive Committee for resolution
- ❖ Act in the best interest of the ATS PAR first and foremost, putting aside personal and organizational agendas. Support all ATS PAR decisions that are adopted by a majority vote
- ❖ Inform your constituency and engage them in any ATS PAR related activities that may be beneficial to them and all individuals affected by respiratory diseases, sleep-related conditions, or critical illnesses

4.4 Members' Code of Ethics and Confidentiality

The Principles of Professional Conduct related to ethics and confidentiality issues is adopted and signed by every ATS PAR member (please see Appendix 2)

4.5 Membership Term Period

The ATS PAR membership year begins at the start of the ATS International Conference representing one committee year and runs concurrently with the term period of other ATS committees. If extenuating circumstances dictate that a member has to leave before the International Conference, the PAR position will remain vacant until the start of the new committee year. Vacant positions will be filled by established PAR policies.

SECTION 5: MEETINGS

The ATS PAR meets monthly by conference call or face-to-face. The face-to-face meetings include:

- ❖ Meeting in conjunction with the NHLBI-PIO, as scheduled by the NHLBI (usually May/June)
- ❖ ATS Advocacy Day, jointly with the ATS Research and Advocacy Committee or the ATS Council of Chapter Representatives (February/March)
- ❖ Meeting at the ATS International Conference (May)
- ❖ Face-to-face meeting in the fall (October/November)
- ❖ ATS PAR Executive Committee will meet by conference call or face-to-face as needed

SECTION 6: QUORUM

At least two-thirds (2/3) of the ATS PAR membership at a meeting will be considered to constitute a quorum for the purposes of voting. An affirmative vote requires two-thirds of the quorum.

SECTION 7: AMENDMENTS

Amendments to these policies and procedures need to be approved by a two-thirds majority vote of the ATS PAR.

Application for PAR Membership

Applicants for PAR membership are required to complete the following application. Please return to:

**Courtney L. White, Assoc. Director
 American Thoracic Society
 61 Broadway, 4th floor
 New York, NY 10006**

**Phone: 212-315-8640
 Fax: 212-315-6489
 Email: cwhite@thoracic.org**

Name		Organization
Title		Address
City		State / Zip
Daytime Phone	Fax	E-mail

1. Please explain why you wish to join the PAR and actively participate in its functions.

2. What special knowledge/qualities/expertise do you bring to PAR that would help to support its goals and objectives?

3. Have you previously participated in PAR activities? If yes, please explain.

4. Please give details of current knowledge of PAR and PAR-related activities.

5. Please explain the position you presently hold in your organization and if/how it relates to patient advocacy.

6. How large is your organization?

Number of full-time staff members (if any) _____ Number of part-time staff members (if any) _____

Total number of people served (membership) _____ Number of patients affected by your particular lung disease _____

6a. Is your organization designated 501(c) 3? Yes No

7. Is your organization national in scope? Yes No **7a.** Is it international? Yes No

8. Does your organization provide a support network for its patients? Yes No If yes, explain:

9. Does your organization have a Board of Directors? Yes No If yes, how many Board members? _____

10. Do you have a Scientific Advisory Board? Yes No If yes, how many Board members? _____

11. Do you publish an annual report? Yes No

12. Does your organization exhibit at any major conferences, such as the American Thoracic Society Conference and the American College of Chest Physicians Conference? Yes No

13. Please list your involvement in other professional organizations, if any:

Past	Present

14. Are you willing to travel to participate in at least two PAR meetings per year? Yes No

15. Are you available for daytime calls? Yes No Please explain limitations, restrictions or other times/ways to be reached:

16. Are you willing to commit additional time as needed for committee work? Yes No

17. If we would like to learn more about you, may we talk with someone within your organization and also someone outside your workplace? If so, please list person(s) below.

Name		Name	
Title		Title	
Phone	Fax	Phone	Fax
Email		Email	

Print Name _____ Signature _____

ATS PUBLIC ADVISORY ROUNDTABLE
PRINCIPLES OF PROFESSIONAL CONDUCT
Code of Ethics for Conduct and Confidentiality
For Members

The following standards are intended to protect the rights of persons providing services by, or participating in, programs of the ATS Public Advisory Roundtable, to promote compliance with professional and community standards of conduct and to provide guidelines for the resolution of ethical conflicts in procedures.

A. *Responsibility to the Organization*

1. ATS PAR Members treat each other with respect, fairness and consideration, foster a spirit of cooperation and support, and demonstrate respect for the professional judgments of colleagues.
2. ATS PAR Members represent the interests of the ATS PAR and do not favor special interests inside or outside the organization.
3. ATS PAR Members do not purposefully make derogatory statements or insinuations regarding other organizations.
4. ATS PAR Members do not use the organization affiliation for personal gain or advantage, or for the advantage of friends, relatives or supporters.
5. ATS PAR Members will submit in writing disclosure of the existence of potential conflicting interests and their nature including those arising from financial or family relationships, or professional or business affiliations.
6. ATS PAR Members consider it prudent to be absent from that part of a meeting when a matter of conflict is being discussed except when his or her information may be needed. A member having a conflict will record his or her absence from discussion and abstention from a vote relating thereto.
7. ATS PAR Members support in a positive manner all actions taken by the ATS PAR even when in a minority position on such actions.
8. ATS PAR Members refrain from undue intrusion on administrative issues that are the responsibility of ATS staff.
9. ATS PAR Members monitor his/her own ability to contribute on behalf of the organization. When problems are encountered, the member is responsible for consulting with the ATS PAR Chair.
10. ATS PAR Members act in accord with high ethical conduct and carry out the duties of the ATS PAR with integrity, collegiality and care.

B. *Confidentiality*

1. ATS PAR Members are responsible for preserving confidentiality.
2. ATS PAR Members may not knowingly disclose confidential information gained by reason of information shared at an ATS and/or ATS PAR meeting.
3. ATS Public Advisory Roundtable shall maintain confidentiality of ATS PAR records, and no member may accept or engage in any activity that might be expected to induce him or her to disclose confidential information acquired by reason of serving on the ATS PAR.
4. Designated staff will assure that appropriate provisions are made for the maintenance of confidentiality in the storage, retrieval, use and ultimate disposition of records.

C. *Representation*

1. ATS PAR Members accurately represent his/her qualifications, affiliations and purposes, and those of organizations they may be representing. If misrepresented by others, or if others make incorrect assumptions, the member should rectify such misconceptions.
2. ATS PAR Members do not exercise authority as a member except when acting as delegated by the ATS PAR.
3. ATS PAR Members do not use his/her affiliations with the ATS or the ATS PAR, for purposes which are not consonant with their stated purpose.
4. ATS PAR Members follow operational guidelines and provide services consistent with the organization's philosophy and goals.
5. All public statements whether direct or indirect, are accurate and free of sensationalism, bias, distortion or misrepresentation of any kind.
6. ATS PAR Members associated with the promotion of any activities, services, publications or other products of the organization ensures that these are presented in a professional and factual manner.

HAVING READ AND UNDERSTOOD ALL OF THE ABOVE, I AGREE TO ADHERE TO THE PRINCIPLES OF PROFESSIONAL CONDUCT AS SET FORTH. I UNDERSTAND THAT VIOLATION OF ANY OF THESE PRINCIPLES WILL RESULT IN ACTION APPROPRIATE TO THE INFRACTION AS DETERMINED BY THE EXECUTIVE COMMITTEE OF THE ATS PAR.

Signature

Date

Print Name