ASET – The Neurodiagnostic Society
2020 Board Candidate Profile Form

Return by March 15, 2020

This form and responses can be duplicated and emailed as long as the information contains the required material and follows this format. Send completed form to Anna Bonner, R. EEG T., RPSGT, interim staff liaison for the Nominating Committee, 402 East Bannister Road, Suite A, Kansas City, MO 64131. Fax: 816.931.1145 or email anna@aset.org. Please note that the preferred method of delivery is via email and the preferred file format is Word.

Name.................................................................................................................................Title/Position

Candidate for:  ☐ Trustee

☐ Preferred Mailing Address  ☐ Home  ☐ Work

Name of Employer

Employer’s Street/Mailing Address Dept./Bldg.

City..........................................................State..................................................Zip

Work Phone..............................................Work Fax..............................................

Home Address........................................................City, State, Zip

Home Phone..............................................Home Fax [if applicable]............................Cell Phone

Email Address [Primary address to receive board updates & information.]

Education & Training
Please list education and training:
[Please follow the format and example: BS, University of Iowa, 1984; MS, University of Iowa, 1987, etc.]

Are you a graduate of the Joint ASET|ABRET Leadership Academy?  ☐ Yes  ☐ No

Professional Credentials/Year Obtained:

Employment History
[Please list position/title, employer, length of employment with the most recent experience first. Please follow the format and example: Supervisor of EEG Lab, Memorial Hospital, Denver, CO, 1986-1990]

Professional Contributions
[Due to space limitations, please limit your contributions to 10 entries which can include published articles, officer positions or volunteer activities held with professional organizations, etc. Examples: ASET NCS Course Speaker, 2008; WSET President, 2006-07]

Honors & Awards
[Example: Maureen Berkeley Award, 2003]
■ Professional Memberships

■ Volunteer Activities with Other Non-Profit Organizations
(Note: At the time of installation and during term of office, no officer or trustee shall serve on any other healthcare board at the national level. This restriction does not apply to service on boards of national public charities or private foundations in the healthcare field.)

■ ASET Candidate Questions
[Please answer the following questions. ASET reserves the right to edit your response accordingly, but you will have an opportunity to approve your listing prior to publication to the membership. Limit your responses to each question to no more than 250 words.]

1. Why do you want to serve as a trustee?

2. How would you define your role as trustee?

3. How would you define the role of the Board of Trustees?

4. Describe any experience or skills you have gained in a leadership role with other organizations that you think will assist you as an ASET board member.

5. What qualities do you have that would make you a good trustee?

6. What are your goals for ASET if elected?

7. What, specifically, are the changes taking place in the profession that ASET should be attentive to and what role can/should the Society take?

■ ASET Member Letter of Support

Include letter of support from a current ASET member that includes their position/title, place of employment, direct phone and email address [no more than 1,000 words or one page in length]. This letter will be included and published as part of your candidate profile. The letter will serve as a reference and indicate why the member supports your nomination by specifically speaking to your professional and leadership qualifications and attributes. As examples, the letter could cite your level and quality of professional involvement in ASET and other professional organizations as evidenced by your contribution on committees and task forces, experience as a neurodiagnostic professional, knowledge of issues and trends within the neurodiagnostic profession and healthcare community, recognition by peers, your standard of personal conduct, how you treat confidential or privileged information, how you are respectful of opinions and recommendations of others, how you foster the exchange of ideas and consensus building, and channel concerns and complaints. The author must grant in the letter permission to ASET to publish the letter as part of your candidate profile.

■ Employer Letter of Support

Include letter of support from supervisor or employer noting your ability to devote time to board business, attend board meetings and fulfill obligations as needed. A checkbox indicating whether your employer supports or does not support your candidacy may be included and published as part of your candidate profile. If your employer does not support your candidacy, you have the option to provide a statement that may be published as part of your candidate profile that addresses your ability to fulfill all obligations of a board member.

■ Third-party Leadership Reference

Provide two references, including their position/title, place of employment, direct phone, and email address, who would be willing to speak to and rate your leadership skills. State your relationship to each reference and how they have first-hand knowledge of your leadership skills,
e.g., served along with you on the laboratory accreditation board. Note: Only one reference will be contacted by the Nominating Committee.

- **Include your photograph with this completed form**

  The photo can be b/w or color, as long as it is of high quality. The photo, in .jpg format sized to 200 wide x 300 high pixels, is to be emailed to the interim staff liaison for the Nominating Committee at anna@aset.org.

- **Code of Conduct Compliance Statement**

  Include completed and signed ASET Code of Conduct Compliance Statement.

- **Commitment to Serve**

  Include completed and signed Commitment to Serve on ASET Board

  I have read the responsibilities outlined and am willing to commit the time, energy and financial resources necessary to fulfill my duties and obligations as an ASET board member, if elected.

  Signature_______________________________________________   Date______________________

Send all documentation to Anna Bonner, R. EEG T., RPSGT, interim staff liaison for the Nominating Committee, 402 East Bannister Road, Suite A, Kansas City, MO 64131. Fax: 816.931.1145 or email anna@aset.org and for any other questions or more information, contact Brian Markley, R. EEG/EP T., R.NCS.T., CNCT, FASET Nominating Committee Chair, at bam@neurologycenter.com.
ASET – The Neurodiagnostic Society

Code of Conduct

Introduction
For the purpose of this code, “agent” means any person who is or was a trustee, officer, employee, or other appointee of the Society or is or was serving at the request of the Society as a trustee, officer, committee member, appointee, or employee.

Agents of ASET – The Neurodiagnostic Society have a legal obligation to the Society to act in the best interest of ASET. They have a duty of care and a duty of loyalty which means they shall further the Society’s interests rather than the individual’s own interest or the interests of any other party or entity. They shall protect confidentiality and perform duties with honesty and with good faith. They shall avoid negligence or fraud; avoid conflict of interest; and generate no legal liability.


Code of Conduct

1. Observance of the Law
ASET strives to be in strict compliance with the law. It is expected that all agents will adhere to this standard. Where the law is ambiguous or in conflict, advice will be obtained from the Executive Office or, if necessary, outside legal counsel.

2. Communications, Commitments, Honesty and Disclosure
a. ASET requires candor and honesty from all agents in the performance of their responsibilities and in communication with the Society, its attorneys and auditors.
b. Compliance with any and all pertinent governmental disclosure regulations and generally accepted accounting rules is a minimum standard for ASET. All transactions of ASET must be recorded, and books of account, budget proposals, projects and evaluations must truly reflect what they record.

3. Gifts or Other Things of Value
Agents shall not solicit or accept personal gifts, favors, services, meals, entertainment or other things of value greater than $25. Excessively frequent acceptances or elaborate arrangements should be avoided. Occasional attendance at a theater or sporting event, or similar entertainment at a vendor's expense, may be accepted. It is preferable that a representative of the vendor be in attendance at such an event. The offer or acceptance of benefit, which falls outside of the above criteria, must be reported immediately to the Secretary-Treasurer.

Similarly, the offer or giving of money, services or other things of value with the expectation of influencing the judgment or decision-making process of any vendor, supplier, government official or other person by ASET is absolutely prohibited. The offer or giving of such benefit or the demand or request for any such benefit must be reported immediately to the Secretary-Treasurer.

4. Politics and Outside Commercial Interests
a. No agent may make any agreement to contribute any money, property, or the services of any officer or employee at ASET’s expense to any political party, candidate, committee or individual, or outside commercial interest.
b. No agent shall use his or her name, in his or her official capacity in this Society, to the benefit or detriment of any political party, committee or individual, or outside commercial interest.

5. Confidentiality
Unless required by law, agents will not disclose confidential information relating to ASET including, but not limited to, board meeting discussion and debate. This requirement continues after the conclusion of an agent’s term of service or employment.
6. False or Misleading Information
   No agent shall intentionally make false or misleading statements to any individual or entity about
   individuals or entities with whom ASET has a working, cooperative or competitive relationship, or about
   the products or services of those individuals or entities.

7. Employment/Consulting Disclosure
   Agents shall report in the ASET Code of Conduct Compliance Statement all types of employment and/or
   consulting which they have performed, paid or unpaid, for the year immediately prior to the date of the
   statement.

8. Conflict of Interest
   A conflict of interest arises when a person in a position of authority over the Society may benefit
   financially from a decision he or she could make in that capacity, including indirect benefits such as to
   family members or businesses with which the person is closely associated. Agents will annually disclose
   or update to the Secretary-Treasurer on the ASET Code of Conduct Compliance Statement Form their
   interests that could give rise to conflicts of interest, such as a list of family members, substantial business
   or investment holdings, and other transactions or affiliations with businesses and other organizations or
   those of family members. For each interest disclosed on the form, the Secretary-Treasurer will determine
   whether to: (a) take no action; (b) assure full disclosure to the Board of Trustees and other Agents; (c)
   ask the person to recuse from participation in related discussions or decisions within the Society; or (d)
   ask the person to resign from his or her position in the Society or, if the person refuses to resign, become
   subject to possible removal as outlined in the ethics complaints and discipline procedure. The executive
   director will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the
   Secretary-Treasurer in order to deal with potential or actual conflicts, whether discovered before or after
   the transaction has occurred.

9. Compliance with the ASET Code of Conduct
   a. Any agent who is involved in events which are or appear to be in violation of this Code of Conduct, or
      who gains direct knowledge that another agent is involved in events which are, or appear to be, in
      violation of this Code of Conduct shall report such events to the Secretary-Treasurer of the Society.
   b. All disclosures, interviews, reports, statements, memoranda or other data shall be strictly confidential
      and shall be used only to determine if the Code of Conduct, and/or law has been violated, and as
      needed for appropriate legal action, if any.
   c. The ASET Code of Conduct and compliance statement will be distributed annually to all agents of
      ASET. All agents will affirm a knowledge and understanding of the code and shall promptly report
      any events which are, or appear to be, violations of the code.
   d. Failure to return a signed compliance statement will be followed up by the Secretary-Treasurer. If an
      agent refuses to return such signed statement, that agent will be subject to disciplinary action by vote
      of the Board of Trustees, up to and including dismissal as outlined in the ethics complaints and
      discipline procedure.
   e. Any alleged violation of this code shall be reported to the Secretary-Treasurer and presented to the
      Board of Trustees for investigation as outlined in the ethics complaints and discipline procedure. If it
      is determined that a violation has occurred, that agent(s) shall be subject to disciplinary action by
      vote of the Board of Trustees, up to and including dismissal. The executive director shall be
      responsible for disciplinary action pertaining to employees of the Society.

-- Revised by ASET Board of Trustees 08.20.2014
Inside Information
Neither I, nor members of my immediate family, have disclosed or used confidential information relating to ASET for personal profit or advantage, except (please list):

If none, check here □

Gifts, Favors, Services & Entertainment
Neither I, nor members of my immediate family have accepted gifts, favors, services or entertainment [as defined in the ASET Code of Conduct] which might influence my judgment or actions concerning the business or mission of ASET, except (please list):

If none, check here □

Politics & Outside Interests
I have not made or authorized any political contribution or other prohibited or illegal payments with funds of ASET, nor have I done or authorized any act which to my knowledge is illegal or prohibited by the ASET Code of Conduct or the law, or which constitutes an irregularity, except (please list):

If none, check here □

Knowledge of Impropriety
I do not have direct knowledge of any ASET agent who has or might have authorized or committed any act which could or might be illegal or prohibited by the ASET Code of Conduct, and which has not been reported or disclosed so as to be commonly held knowledge among members of the Board of Trustees, except (please list):

If none, check here □

Employment/Consulting
In the past year, I have been employed and/or consulted, with or without pay, by the following individuals and/or entities (please list):

Other Service
List all national healthcare boards – other than boards of national public charities or private foundations in the healthcare field – on which you are currently serving:

If none, check here □

Conflict of Interest
List and/or otherwise disclose any interest, including members of your immediate family, substantial business or investment holdings, stocks, bonds, securities, other transactions or affiliations with businesses and other organizations or those of family members, that could give rise to conflicts of interest and which might influence your judgment or actions concerning the business or mission of ASET.

If none, check here □

Other
Please describe any other information concerning you or members of your family, not requested in the preceding paragraphs, which may represent an actual or potential conflict of interest.

I have read the ASET Bylaws, Statement of Professional Ethics and ASET Code of Conduct statements and understand their provisions. I have not violated any of those provisions and have disclosed any potential violations. I do not have direct knowledge of any violations by agents which have not already been disclosed. I fully intend to follow the standards set forth in these statements while serving as an Agent of ASET – The Neurodiagnostic Society.

Name [printed] ________________________________ ASET Position ________________________________

Signature ________________________________ Date ________________________________

Return this form along with the Board Candidate Profile form to Anna Bonner, R. EEG T., RPSGT, interim staff liaison for the Nominating Committee, 402 East Bannister Road, Suite A, Kansas City, MO 64131. Fax: 816.931.1145 or email anna@aset.org.
COMMITMENT TO SERVE ON ASET BOARD

I, ________________________________, recognize the important responsibility I am undertaking in serving on the Board of Trustees of ASET – The Neurodiagnostic Society. As a Trustee of the Society, I hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a Trustee.

I understand that I am accepting a commitment to serve on the ASET Board, which involves my participation in teleconferences, out-of-town meetings and committee-based tasks as assigned.

MY ROLE

I acknowledge that I will (1) contribute to defining the Board's mission and policies and procedures governing the fulfillment of that mission; (2) carry out the functions assigned to me; and (3) contribute to the formation and fulfillment of a strategic action plan to move the organization toward its mission and vision.

MY COMMITMENT

I will exercise the duties and responsibilities of this appointment with integrity, collegiality, and due care.

I Pledge:

1. To attend in person all meetings and participate in all conference calls and webinars as scheduled. To be on time for all board scheduled events.

2. In the event my employer is unable to fund travel costs associated with board meetings to only then submit expenses to ASET for reimbursement and to accept any personal obligations for the travel costs, if necessary.

2. To come prepared to contribute to the discussions of issues and business to be addressed at scheduled meetings, having read the agenda and all background support materials relevant to the meeting.

3. To complete all assignments within established time frames.

4. To abide by the bylaws, Code of Conduct, policies and procedures of the organization.

5. To avoid conflicts of interest between my position on the Board and my personal and professional life. When necessary, I shall declare a conflict of interest and abstain from both the discussion and the vote on any matter in which I have a personal or business interest. A conflict of interest arises when a person in a position of authority over the Society may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated.

6. To abide by a Power of One Policy. To actively deliberate the various issues presented to me as a Trustee within the confines of Board discussions, but to speak as a unified voice with my fellow Board members to the membership.

7. To seek linkages to the membership and to actively listen. As a Trustee of the Society, I understand that I am accountable to the membership, and must strive to provide value to them as members.

8. To actively participate and, in certain cases, lead committees. Committee work represents the gears of the Society. As a Board, Trustees will empower committees to perform the work of the Society. As a committee member, I understand the gravity of that empowerment and pledge to perform the work at hand to the best of my ability.

9. To be ends-driven. As mentioned above, committees are the gears of the board. As a trustee, I am focused on the strategic goals of the Board and the results needed to accomplish them.
10. To actively and regularly evaluate my performance as a Trustee, and the Board’s performance as a whole.

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**AGREEMENT OF CONFIDENTIALITY**

I, the undersigned, hereby understand and agree that due to my relationship with ASET – The Neurodiagnostic Society, that I:

1. Shall not disclose confidential information related to or verbally discussed during Board meetings or other verbal or written information identified as confidential.

2. Shall not disclose any written or oral information that has been identified as confidential.

3. Shall not disclose board deliberations except as recorded in official minutes.

I further understand and agree that my signature constitutes binding acceptance of these conditions. The ASET Board can only grant exceptions to this agreement upon prior approval.

If for any reason I find myself unable to meet these commitments and agreements, carry out the above duties or become ineligible to continue to serve, I agree to resign.

I further understand that review by the full board in accordance with the Society’s ethics complaints and discipline procedure policy will be the final determination of any matter arising between ASET and me.

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--- Approved 7.29.13

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ASET BOARD OF TRUSTEES POWER OF ONE POLICY

PURPOSE: Defines the governance philosophy under which the board is to operate

POLICY:

The board will govern with an emphasis on (a) outward vision rather than an internal preoccupation, (b) strategic leadership rather than administrative detail, (c) clear distinction of board and chief executive and staff roles, (d) collective rather than individual decisions, (e) future rather than past or present, and (f) proactivity rather than reactivity. The board will:

1. Deliberate in many voices but govern in one.
2. Cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in governing. The board will be an initiator of policy, not merely a reactor to staff initiatives. The board will use the expertise of individual members to enhance the ability of the board as a body, rather than to substitute the individual judgments for the board’s values.
3. Direct, control and inspire the organization through the careful establishment of broad written policies and objectives reflecting the board’s values and perspectives. The board’s major focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
4. Collectively enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability. Continual board development will include orientation of new members in the board’s governance process and periodic board discussion of process improvement. The board will allow no officer, individual or committee to hinder or be an excuse for not fulfilling its commitments.
5. Monitor and discuss the board’s process and performance at each meeting.

-- Approved 08.20.14