

ACADEMY POLICIES FOR VOLUNTEER LEADERS



The American Academy of Neurology and American Academy of Neurology Institute (collectively, “Academy”) are grateful for the indispensable service that volunteer leaders provide on Academy Boards of Directors, Committees, Subcommittees, Work Groups, Task Forces, or other designated Academy groups. In consideration of the opportunity to serve, volunteer leaders agree to important Academy policies, some of which are summarized below and provided here as a reference for all Academy meetings.

Confidentiality Policy. Volunteer leaders may receive, develop, or discuss Confidential Information. “Confidential Information” means any Academy-related information that is of a confidential and proprietary nature and not generally known to the public or outside the relevant Board, Committee, etc. In providing service to the Academy, volunteer leaders agree to keep these documents and discussions confidential and not to disclose them to others outside of the relevant Academy Board, Committee, etc., without express Academy permission. The Academy encourages volunteer leaders to be careful about their use of social media to avoid inadvertent disclosure or signaling of Confidential Information. At the end of Academy service, or as requested, volunteer leaders agree to return or destroy any Confidential Information.

Meetings Anti-Harassment Policy. The Academy expects all volunteer leaders and any other meeting participants to behave responsibly and professionally, and to abide by the Academy’s Meetings Anti- Harassment Policy. Sexual, discriminatory, or other harassment by any participant at any Academy meeting will not be tolerated. This applies to all meetings hosted by the Academy, including meetings of any Board, Committee, etc. Any meeting participant subjected to unacceptable behavior should report the behavior to Academy legal counsel and applicable local authorities, if necessary. The Academy will review reports and, following the process described in the Policy, take appropriate action.

Relationships & Conflicts of Interest Policy. Conflicts of interest are a matter of concern for the Academy. Volunteer leaders have a fiduciary duty to exercise impartial judgments for the best interests of the Academy. Completion of the Academy’s Disclosure Form is required for volunteer service and must be updated annually, or any time relationships change. Forms are reviewed, and relationships are managed, in accordance with the Relationships & Conflicts of Interest Policy. In addition, when volunteer leaders are aware of a potential conflict concerning an agenda item at an Academy meeting, they should disclose that conflict to the chair.

Antitrust Policy. The Academy’s Antitrust Policy provides an overview of antitrust law, explains prohibited conduct, and affirms the Academy’s commitment to compliance. The Academy prohibits conduct between competitors that has the effect of suppressing competition. Academy meetings must not include any discussion or action that may be construed as an attempt to fix prices or encourage boycotting. Specific care should be taken when the Academy engages in: standard setting; gathering and publishing salary information; certification; establishing membership criteria and ethical rules of conduct; or denying membership benefits. Any questions or concerns about the antitrust implications of an Academy course of action, conversation, etc., should be directed to Academy legal counsel.