

**OPTN Executive Committee
Code of Conduct Work Group
Meeting Summary
May 10, 2024
Webex**

Dianne LaPointe Rudow, ANP-BC, DNP, FAAN, Chair

Introduction

The OPTN Executive Committee Code of Conduct Work Group met via Webex teleconference on 05/10/2024 to discuss the following agenda item:

1. Implementation Planning

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The work group reviewed a summary of feedback from public comment and the April 25 town hall regarding the appointment and qualifications of the proposed Compliance Officer. The work group discussed options for the appointment of the Compliance Officer including an election by the Board of Directors after self-nomination and appointment by Board leadership after self-nomination. Consensus was built on the self-nomination portion of the process and the group worked to broaden the representation of Board leadership that would review the nominations and make an appointment. The Vice President, President, and Immediate Past President will work as a group to appoint the Compliance Officer. The workgroup discussed the range of professional experience the Compliance Officer should possess including human resources, compliance, and personnel management. The workgroup also discussed the advantages a third-party managed intake process could offer the Compliance Officer. The workgroup decided not to pursue the third-party option to preserve resources in the short-term, but will revisit and assess the efficacy as a long-term option. Should the Compliance Officer be unavailable, the workgroup agreed that the Immediate Past President will serve as delegate. The group agreed that the Compliance Officer's term should align with their term on the Board.

The workgroup then discussed how to operationalize the monitoring of volunteer attendance. Contractor staff have access to volunteer attendance and could proactively report on attendance data. The workgroup agreed that if a committee or Board member misses two consecutive meetings then it will be flagged by contractor staff. The workgroup also recommended that the Board receive quarterly reports on volunteer attendance. Dr. Rudow confirmed the Board should receive aggregate data, but the Compliance Officer should receive detailed reports.

The workgroup will review a full report on community feedback when public comment closes on May 18, 2024. In the meantime, they reviewed the early feedback surrounding social media guidelines. The workgroup recommended creating a help document with examples for volunteers to reference with the bylaw language. The social media guidelines will be written in plain language to provide guidance to OPTN volunteers on personal social media use. The workgroup also discussed the use of disclaimers in OPTN volunteer email signatures and will consider enhancing the social media guidelines with disclaimer guidance after the initial rollout. The workgroup then discussed the removal process for Board and committee members, should removal be the recommendation from the Compliance Officer. There was

support for Board or Executive Committee involvement in the removal of a board member or Committee chair from office.

Next Steps:

The workgroup will reconvene on June 12, 2024, to review public comment and finalize the proposal including social media guidelines and the process for volunteer removal. The meeting was adjourned at 3:01pm ET.

Attendance

- **Work Group Members**
 - Christopher Jones
 - Dianne LaPointe Rudow
 - Jim Sharrock
 - Wendy Garrison
- **HRSA Representatives**
 - Mesmin Germain
- **UNOS Staff**
 - Anna Messmer
 - Kaitlin Swanner
 - Kimberly Uccellini
 - Morgan Jupe
 - Roger Brown
 - Shandie Covington