



ASSOCIATION OF PHYSICIANS OF PAKISTANI-DESCENT OF NORTH AMERICA

Committee Code of Conduct

(Approved by BOD 6/7/2023)

1. Committees must hold at least one meeting per quarter and more often as needed.
2. All members of the committees must submit an affidavit to the APPNA office declaring no conflict of interest with the work of the committee.
3. All committee members must sign this code of conduct and send to the central office.
4. The committee chairs must ensure that each member of their respective committee is in compliance with #2 & 3 above, no later than two weeks of the approval of these SOPs/Code of Conduct by the BOD.
5. The committees shall schedule their meetings via Zoom through the APPNA central office. All meetings shall automatically be recorded.
6. Minutes of the meetings shall be sent to the APPNA central office within three days of a meeting.
7. Whilst communicating outside APPNA, all committees shall include "APPNA" with their names.
8. All webinars, meetings etc. that include people outside APPNA as participants or audience shall strictly be advertised and named as APPNA events and not as individual committee events.
9. Whilst communicating with the APPNA central office, the President and Secretary of the organization shall be copied on all the correspondence.
10. All committees shall inform the APPNA central office, the President and Secretary of any social media groups such as Facebook, WhatsApp etc. that the committees have formed/running. The information must include APPNA name, the necessity of forming such a group and the standard operating procedures etc. These social media accounts shall be APPNA property and handed over to the next chair of the committee
11. The control of all such groups mentioned in #9 above shall be handed over to the next committee chair for the coming year.
12. No committees, chairs or members shall be allowed to run their own websites related to APPNA committee. If a website is needed, it shall be provided by the office under the broader appna.org domain.
13. All the work of the committees shall constitute work of APPNA and its intellectual property.
14. All Committee members must strive to attend meetings. If a committee member misses two consecutive meetings without prior excuse notification, the Chair shall warn the concerned member through an email, also copied to the central office.
15. Further to # 13 above, if the absentee member, then misses a third consecutive meeting without prior excuse despite having received the warning, the chair shall write to the BOD through the office recommending removal and replacement of the concerned member from the committee.



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I hereby acknowledge that I have reviewed the above outlined ***Code of Conduct for Committee Members*** and agree to support and follow in my duties with the Association of Physicians of Pakistani-descent of North America (APPNA).

Committee Member Name (please print)

Committee Member Signature

Date