



Volunteer Overview and Policies Document

NJSOP Overview

NJSOP Mission and Vision

The NJSOP advocates, communicates, and educates to advance the optometric profession, with a vision to protect and improve health through vision care.

Articles of Incorporation

The relationship with the state.

NJSOP Constitution and Bylaws

An operating manual for the NJSOP developed by its board of directors, and approved by the membership.

NJSOP Board Policies

Interpretations of the governing documents.

NJSOP Strategic Plan

The formal process that the NJSOP creates to accomplish our goals and objectives for a set, period of years. It is the guiding document that is used to turn goals into actions, the roadmap for the society.

NJSOP Annual Budget

The annual financial position that identifies anticipated income and expenses for the year. The tentative budget is prepared by the Finance Committee, reviewed by the Board, and approved by the Membership.

NJSOP Executive Director

The Board of Directors shall engage the services of an executive director, under a contract for a term not to exceed three years. The executive director is directly responsible to the current president, and manages all aspects of NJSOP operations, event and activities and related entities, and responsible for NJSOP staff, volunteers, and consultants.

Consultants

The NJSOP uses outside consultants to manage our government affairs, accounting, investments, legal, publishing, some communications, and technology needs.

Committees

Committees get their charges and authority from the board, bylaws, and the strategic plan. The committees do not have the authority to speak for the NJSOP unless explicitly delegated. The board assigns committees their work, and the committees make recommendations to the board.

Members

The investors in the society.

NJSOP Elected Board of Directors Overview

The NJSOP Board of Directors are volunteer leaders who steer the NJSOP towards a sustainable future. There are five officers and 8 and up to 11 directors. They take an oath of office, and have terms described within the Bylaws. The Board of Directors have three main fiduciary duties in their service to NJSOP, the fulfillment of the mission, and on behalf of the full NJSOP membership:

- **Duty of Care** - Board Members must show up and act in a reasonable, honest, fair, and informed manner. Providing responsible financial stewardship is also a critical obligation under the duty of care.
- **Duty of Loyalty** - Board Members must give their undivided allegiance to the NJSOP and full membership, and not use their position of power for personal advantage.
- **Duty of Obedience** - Board Members must be faithful to the NJSOP's mission and ensure that NJSOP operates in compliance with the laws that govern it as well as the NJSOP's governance documents and board policies.

The Board of Directors meet at least quarterly to lead this Society. Every board meeting includes a budget vs. actual financial summary and discussion, officers and committee updates, as well as other governance business. Important governance resources regularly referenced are the NJSOP Constitution/Bylaws and Strategic Plan, which can be found on the website. The President may also call a Special Meeting, and set the meeting invitation, for time sensitive matters.



NJSOP
Society of Optometric Physicians

General Membership Meeting

Held once a year and all members are invited.
See graphic for voting member status list.

- Key updates in optometry
- Governance and financial reports
- Approval of new year budget
- Election of new leadership
- Member Action Votes

NJSOP Voting Members:
Active, Privileged,
Partial Practice &
Faculty Members

Non-Voting Members:
Associate,
Student,
Honorary & Life
Members

NJSOP Committees & Centers Overview

NJSOP Committees and Centers, chaired by appointments from the president, handle detailed proposals, program development, and extensive discussions that the Board doesn't have time to delve into. They are crucial for shaping NJSOP programs and policies. Serving on a committee ensures you're involved in this process. Each committee is represented on the Board, allowing for detailed explanations when projects or programs are questioned.

Standing Committees

Legislative Committee - Protects and expands your opportunity to practice optometry at the highest level through political involvement in the legislative process. Reviews existing bills, develops new bills, and develops a key person network. The Board can delegate to the Legislative Committee the authority to decide on amendments to legislation.

Finance Committee – Assist the Board of Directors in maintaining responsible financial control and authority over the Society's budget so as to ensure the highest value to the member dues dollar.

Nominations Committee – Assist the Board of Directors and the Membership Assembled in advancing the interest of the Society through the effective and efficient recruitment of quality candidates to NJSOP Board slots, NJSOP award recognition, and well as candidates for submission to the Governor for appointment to the State Board and selection of award recipients. Committee appointed by the President.

Other Committees/Centers

Clinical Care Center - Protects and expands your opportunity to practice optometry at the highest level through development of clinical skills and education.

Membership Recruitment & Benefits Center (MRBC) - Protects and expands your opportunity to practice optometry at the highest level through endorsed programs and services and professional development of the highest quality for the members, and the public information programs for New Jersey's citizens. Encourage membership retention and recruitment.

Third Party Center (TPC) - Assures that ODs have the opportunity on a non-discriminatory basis to become a participating provider in managed care organizations, third party plans, and other health care delivery systems.

Industry Relations Committee (IRC) - Works with industry partners to better educate ODs regarding their products and services and oversees the NJSOP partnership program. While this committee does not regularly meet, they can always use help!

Affiliated Groups Overview

Political Action Committee (IRC section 527)

The New Jersey Optometric Political Action Committee, Inc. (“PAC”) is registered with the New Jersey Election Law Enforcement Commission (ELEC) as a continuing political action committee. The PAC will expend those funds to support those gubernatorial, legislative, county or local candidates, party committees and other political recipients that are committed to supporting the practice of optometry and that are properly registered with and regularly report to the New Jersey Election Law Enforcement Commission. PAC contributions are completely voluntary. Contributions or gifts to NJSOP’s PAC (ID# 22-2429210) are not tax deductible as charitable contributions or business expenses for state or federal income tax purposes. The maximum allowable contributions are listed on the [PAC page](#).

Richard J. Favreau, OD Health Foundation (501(c)(3))

The Richard J. Favreau, OD Health Foundation will serve as a catalyst for ideas, partnerships, and programs that improve the health and quality of life of at-risk populations in New Jersey. This will be achieved by concentrating its efforts by funding programs that increase public awareness and provide services that expand eye health and vision care access that will offer an enhanced quality of life to our targeted populations. The Richard J. Favreau, OD Health Foundation is a 501(c)(3) corporation and all donations, less any goods and services received, may be tax deductible for you. Consult with your financial advisors to learn more.

Dr. Leslie Mintz Scholarship Foundation (501(c)(3))

Furthering of education in the profession of optometry by making available to students of optometry and graduates of Optometry schools scholarships and/or loans for the furtherance of their study or for the purpose of continuing education research in their field of expertise.

NJSOP Affiliated Local Optometric Societies

The NJSOP Affiliated Local Optometric Societies, appointed by the Board, provide the opportunity to chance to connect with their local peers and attend local continuing education seminars. Local societies do not share federal and state status, leadership, or banking with NJSOP. Affiliated local societies expectations can be found in the NJSOP Bylaws, and meeting information on the NJSOP website.

American Optometric Association (AOA)

The national association that promotes doctors of optometry through advocacy, professional development, practice management tools and more. The AOA is a federation of affiliated state associations, the Optometric Society of the District of Columbia, the American Optometric Student Association (AOSA) and the Armed Forces Optometric Society (AFOS).

Annual Attestation

Conflict of Interest

In your capacity as volunteers, you must always act in the best interests of the NJSOP, and the full membership. To integrate ethics and an atmosphere of transparency into all aspects of The NJSOP operations, a written conflict-of-interest policy is an important tool for doing so. The purpose of the conflict-of-interest policy is to help inform the NJSOP leadership about what constitutes a conflict of interest, assist the NJSOP leadership in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary.

1. The NJSOP volunteer has a fiduciary duty to conduct themselves without conflict to the interests of NJSOP. In their capacity as volunteers, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of NJSOP. This includes conduct on the NJSOP listserv.
2. A conflict of interest is a direct or indirect business, professional, or personal situation or relationship that might influence, or that might be perceived to influence, the judgment or actions of the volunteer when serving the association.
3. All conflicts of interest are not necessarily prohibited or harmful to NJSOP. However, full disclosure is required of all actual and potential conflicts, including any family members that could give rise to conflicts of interest. A determination by the disinterested NJSOP leadership members is required, with the interested NJSOP board or committee member recused from participating in debates and voting on the matter.
4. Disclosures shall be made to the NJSOP President, and/or the Executive Director.
5. The NJSOP Officers shall decide as to whether a conflict exists and what subsequent action is appropriate, if any, with the interested NJSOP board or committee member recused from participating in debates and voting on the matter. The NJSOP President shall inform the Board of such determination and action with the interested NJSOP board or committee member recused from participating in debates and voting on the matter. The Board shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
6. On an annual basis, you will be provided with the policies and required to complete the annual attestation that they have read and agree to the acknowledgment and disclosure policies.

Annual Attestation

Whistleblower Policy, Anti-Discrimination, Record Retention and Destruction Policies

Whistleblower Policy

NJSOP encourages board members, chairs, volunteers, and employees to come forward with credible information on illegal practices or violations of adopted policies of NJSOP. Violations shall be reported to the NJSOP President, and/or the Executive Director. No NJSOP board member, chair, volunteer, employee or agent of the Society shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to NJSOP leadership or a law enforcement officer any truthful information relating to the commission or possible commission of any offense.

Anti-Discrimination

NJSOP has adopted a zero-tolerance policy toward unlawful discrimination and harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct towards any employee, client, contractor, volunteer, or other person in our workplace will be tolerated. NJSOP is committed to enforcing its policy at all levels within the Society, and any employee or volunteer who engages in prohibited discrimination or harassment will be subject to discipline.

NJSOP Record Retention and Destruction Policy

NJSOP records are created in the ordinary and necessary course of business to further the business purposes of the NJSOP. Thus, it is important that the integrity of such records be maintained. It is the NJSOP policy to satisfy the legal, accounting and tax requirements of records retention. The record retention policy will be available to board and committee members and reviewed by the NJSOP Finance Committee and legal counsel at least every three years. *See next page.*

Certain federal and state laws provide protection against whistleblower retaliation and prohibit destruction of certain documents. For instance, the federal Sarbanes-Oxley legislation imposes criminal liability on tax-exempt as well as other organizations for (1) retaliation against whistleblowers that report federal offenses, and (2) for destruction of records with the intent to obstruct a federal investigation.

NJSOP Record Retention and Destruction Policy

Board Approved 5-25-22

Purpose - NJSOP records are created in the ordinary and necessary course of business to further the business purposes of the NJSOP. Thus, it is important that the integrity of such records be maintained. It is the NJSOP policy to satisfy the legal, accounting and tax requirements of records retention.

Responsibility - The NJSOP Finance Committee is responsible for reviewing the NJSOP Record Retention and Destruction Policy at least every three years. The policy changes will be reviewed by the NJSOP legal counsel. The Finance Committee shall present proposed revisions to the Board of Directors for final vote.

Retention - The general policy is to retain NJSOP hard or electronic records for seven (7) years, including personnel and payroll records, except for the below permanent retention of records. Copies of emails, draft agendas and minutes, and financial records should be shredded during the year.

Accounting Records (Hard copy or electronic copy)

- Annual financial statements prepared by the accountant (permanent)
- Canceled checks- special (loan repayment, etc.) (permanent)
- Deeds and closing papers (permanent)
- General ledgers used by accountant (permanent)
- Income tax returns created by accountant (permanent)
- Tax returns created by accountant (permanent)
- Trial balances used by the accountant (permanent)

Association Corporate Records (Hard copy or electronic copy)

If missing state articles of incorporation or federal tax status verification, obtain new state or federal letter of determination.

- Articles of Incorporation and amendments (permanent)
- Bylaws and amendments (permanent)
- Business filings (permanent)
- Board and Committee Minutes (permanent)
- IRS Exemption Letter (permanent)
- Trademarks, Patents & Copyrights (permanent)
- Property records (permanent)
- Forms 5500 & plan documents (permanent)

Destruction - Destruction of records will occur by shredding on an annual basis, and managed by the Executive Director. The NJSOP Officers will be notified of the annual shredding.

Suspension of Destruction Policy Rules - The NJSOP's automatic and routine document destruction policy must be suspended, however, when litigation is pending, threatened, or reasonably anticipated.

Annual Attestation

Anti-Trust Policy

It shall be the policy of the NJSOP to be in strict compliance with all Federal and State Antitrust laws, rules and regulations.

I. Applicability - These policies and procedures apply to all NJSOP membership, board, committee and other meetings of the Association, the NJSOP listserv, and all meetings attended by representatives of the NJSOP.

II. Prohibited Discussions - Discussions of prices or price levels are prohibited. In addition, no discussion is permitted of any elements of operations which might influence price such as:

a. Cost of operations, supplies, labor or services;

b. Allowance for discounts;

c. Terms of sale including credit arrangements; and,

d. Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.

III. Prohibited Agreements - It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.

IV. Boycotts Prohibited - Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.

V. Other Meetings - It is the NJSOP's policy that all meetings attended by representatives of the NJSOP where discussion can border on an area of antitrust sensitivity, the NJSOP's representatives request that the discussion be stopped and ask that the request is made a part of the minutes of the meeting being attended. If others continue such discussion, the NJSOP's representatives should excuse themselves from the meeting and request that the minutes show that they left the meeting at that point and why the NJSOP representatives left. Any such instances should be reported immediately to the NJSOP President and Executive Director.

VI. Availability - It is the NJSOP's policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and NJSOP employees annually and that the same be available and presented to our listserv participants and at all meetings of the membership of the NJSOP.

Use the Volunteer [link](#) on the “Committee Members Only” website page to attest to the below

I have read the NJSOP Conflict of Interest Policy, Whistleblowers Policy, Anti-Discrimination Policy, Antitrust Policy, and Record Retention and Destruction Policy and agree to always comply fully with the policies during my service as a NJSOP volunteer.

If at any time following the submission of this attestation, I become aware of any actual or potential conflicts of interest, or if the information provided becomes inaccurate or incomplete, I will promptly notify the NJSOP President and/or the Executive Director in writing.