Board Orientation and Expectations

This document was devised to assist NJSOP members with the transition from member to Board of Directors, or to be used as a refresher tool. It is updated on an annual basis, or as needed. Please be proactive in asking questions at any time, and thank you for choosing to play a part in molding the future of organized optometry in New Jersey!

Questions can be directed to Keira Boertzel-Smith at kboertzel-smith@njsop.org or at 609-323-4012 x 116.

NJSOP OD
Society of Optometric Physicians

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. Board members must remember that they do not do committee work at board meetings. The board assigns committees their work, and the committees make recommendations to the board.

Members

The investors in the society.

NJSOP Board of Directors Role

The NJSOP Board of Directors are volunteer leaders who steer the NJSOP towards a sustainable future. 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 for time sensitive matters.

Setting strategic direction and vision to fulfill the mission

Creating internal polices and external positions to benefit all members and advance the mission

Overseeing resources and evaluating programs and services

Putting the interests of the organization above personal interests. Representing the organization in a positive and supportive manner at all times and in all places. Showing respect and courteous conduct in all events and meetings.

Expectations

All voting board members take an **oath** to solemnly and sincerely promise to faithfully and impartially perform all of the duties belonging to the office to which you have been elected; support, uphold and conform to the NJSOP Constitution and Bylaws; and do all in your power to promote the welfare and prosperity of the profession of optometry in New Jersey and nation.

Annual Attestation
Each year, the board members will be required to attest that they 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 polices during service as a NJSOP Board member. See the attestation at the end of this document.

Engagement Expectations - Three levels apply to all board members ***(BOD approved 5-24-23)***
Tier One Expectations - 100% attendance at the quarterly NJSOP board meetings. Emergency absences should be reported to the President or Executive Director. In the instance of an excused/emergency absence, the board member would be expected to speak with the NJSOP Executive Director or NJSOP Officer to review the topics of discussions in an effort to remain current with all issues.

Tier Two Expectations – At least 50% attendance at the quarterly virtual Committee meetings, and NJSOP Continuing Education programs. Board members are expected and encouraged to learn about each committee.

Tier Three Expectations – Throughout the year, the board member is expected to engage in at least two additional learning and professional development opportunities – act as a keyperson for our legislative events, attend and Young OD events, support a committee project, write an article for the journal, help identify a NJSOP member for the member spotlight, contribute (financially and/or via volunteer work) to the NJ and/or AOA Political Action Committees, Favreau Foundation, Local Society meetings, recruit new members for NJSOP, and encourage para staff members to join NJSOP continuing education events.

Conduct Expectation (BOD approved 8-21-24)
All board members are expected to put the interests of NJSOP above personal interests and always represent NJSOP in a positive and supportive manner. As a visible representative and leader of NJSOP, board members must show respect and courteous and professional conduct at all local, state, and national events and meetings, and through communication media.

A lack of engagement and/or unprofessional conduct will be deemed just cause for evaluating continued service on the board (NJSOP Bylaws, Article 9: Removal from Office).

The President shall preside at all membership and board meetings. Please remember to maintain courtesy and respectful during meetings by allowing each person to speak without interruption.

Annual Attestation
Conflict of Interest

In your capacity as NJSOP leaders, 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 leadership has a fiduciary duty to conduct themselves without conflict to the interests of NJSOP. In their capacity as Board members, 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 leader 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
It is the policy and practice of NJSOP to maintain and foster a work environment in which all employees are treated with decency and respect. Accordingly, 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, 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.

BOD Meeting Details

Board meeting are either held in person or virtually. The dress code for meetings is smart casual. All board meeting agendas and materials can be found on the board only website page, that also stores important documents and written board polices such as -

Board Attestation **Financial Reports/990Info** **Record Retention Policy** **Dues Amounts**
Meeting Calendar **Budget** **Listserv Terms of Use** **Constitution/Bylaws**
Strategic Plan **Robert's Rules of Order**

Full NJSOP Board of Directors - Make Up, Purpose, and Function
The Board's primary role is to oversee and manage the affairs, funds, and property of the NJSOP while ensuring alignment with the organization's Constitution and Bylaws. Meetings occur at least four times annually, complementing the annual general membership meeting. Regular reference to the Mission, Strategic Plan, Constitution/Bylaws, and Budget is essential, necessitating a working familiarity with these documents.

The voting board consists of up to 17 members: 5 officers and 8 to 12 directors. The five officers; president, president-elect, vice-president, secretary-treasurer, and immediate past president; are referred to as the executive officers. No person is eligible for election to more than (2) two successive three (3) year terms as a director. Directors can not serve more than 8 successive years. A quorum, the number of voting board members that must participate in a board meeting to permit official business to be transacted at the meeting, is 50% of the voting board members. The president only votes to break a tie. *Past presidents and non-voting board member current committee chairs are considered ex-offico, non-voting members. The executive director does not vote.*

Meeting Decorum - NJSOP BOD Meetings follow Robert's Rules of Order, a guidebook for conducting efficient and fair meetings. Its purpose is to provide structure, clarity, and equity in decision-making processes within organizations, ensuring that everyone has a voice and that meetings are conducted in an orderly manner. If you would like a copy of the Robert's Rules of Order Newly Revised in Brief, contact the Executive Director.

Financial Responsibility
The Board ensures financial stability and oversight, supported by the Finance Committee, which includes the secretary-treasurer and five additional members appointed by the president, often executive officers and the executive director. This committee prepares the budget for Board review and acceptance, and subsequent membership adoption. At each Board meeting, reports including investment updates and profit/loss statements are reviewed, and the Board reviews and approves the annual financial report and IRS Form 990. The Finance Committee stands ready to address questions about the budget and financial spreadsheets, ensuring transparency and accountability.

Board policy - The Board oversees large expenditures, requiring board approval for contractual agreements over $5,000, except for venue contracts for CE courses and emergencies approved by the president and executive director. Additionally, contracts exceeding $10,000 annually necessitate competitive bids to ensure responsible use of membership dues.

Four Levels of Financial Reporting

The NJSOP Board reviews the next year's financial reporting level during the development of the annual budget.
The NJSOP Board meets with the accountants to discuss, review, and then approve the annual financial report.

PREPARATION (Lowest level)
With a basic financial statement preparation engagement, the CPA is merely assisting management or the business owner in preparing financial statements for internal company use, in a similar manner to what an in-house controller or chief financial officer might prepare for the company. The financial statements can be prepared in any frequency that is most useful for the company (e.g. monthly, quarterly or annually), and can be prepared with or without disclosures. The financial statements may fulfill some lenders' documentation requirements for small loans and basic reporting on the company's activity during the reporting period, which can be useful in making organizational decisions. The CPA does not include any formal report with these financial statements and independence is not required. CPA prepared financial statements can be shared outside of the company, as long as they include a notice that "no assurance is provided". The CPA is not required to verify the accuracy or completeness of the information as the financial statements are prepared directly from the information provided by the company.

COMPILATION *(years 2020- 2024)*
In a compilation engagement, the CPA's objective is to apply accounting and financial reporting expertise by assisting management in the presentation of their financial statements in accordance with General Accepted Accounting Principles (GAAP). These can be prepared with or without disclosures. The primary requirement of the CPA is to read the financial statements and propose adjustments to them if anything comes to his or her attention that is not materially correct or may impact how the user may view the magnitude of those inconsistencies. Depending on the significance of the inconsistencies, the financial statements may need to be adjusted to be in compliance with GAAP.
With a compilation, there are some key aspects that make this level of service different from a preparation, review or audit:

1. The CPA is not required to perform inquiries, analytic, substantive or other procedures on the information provided by management.
2. The CPA is not required to obtain an understanding of the entity's internal controls or assess fraud risks; however, if fraud comes to the CPA's attention it should be reported to management.
3. The CPA is not required to be independent. If the CPA is not independent, the lack of independence must be disclosed in the accountant's compilation report.

Four Levels of Financial Reporting

The NJSOP Board reviews the next year's financial reporting level during the development of the annual budget.
The NJSOP Board meets with the accountants to discuss, review, and then approve the annual financial report.

REVIEW

The next level of service is a review engagement. This type goes more in-depth than a compilation and gives the user a limited level of assurance that there are no material modifications that should be made to the financial statements. This limited assurance is obtained primarily through inquiry and analytic procedures which are not required in a preparation or compilation.

For a review, the CPA is required to:

- Have an understanding of the industry in which the client operates.
- Obtain knowledge about the business and the accounting principles and practices that the client uses.
- Perform inquiry, analytic, substantive or other procedures on any information provided by management that can be analyzed in relation to peer, industry and historical data.
- Be independent in order to perform the engagement.

Similar to a compilation, a review does not require the CPA to obtain an understanding of the entity's internal controls or assess fraud risks; however, if fraud comes to the CPA's attention it should be reported to management.

AUDIT (Highest Level)

A financial statement audit is the highest level of service a CPA can provide. The CPA's objective is to obtain reasonable (defined as high, but not absolute) assurance about whether the financial statements as a whole are free of material misstatement. The CPA then expresses an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Some important characteristics of the financial statement audit include:

1. The CPA is required to obtain an understanding of the entity's internal controls and assess fraud risks.
2. Professional standards require the CPA to perform risk assessment procedures on significant areas that could have an impact on the financials if they were not deemed materially correct.
3. The CPA is required to perform inquiry and analytic procedures.
4. Information from management is confirmed or corroborated with third party information.
5. The CPA is required to be independent in order to perform an audit engagement.

Text from Jones and Roth CPAs and Business Advisors -
https://www.jrcpa.com/financial-reporting-and-the-4-levels-of-service/

Annual IRS 990 and 990-T Tax Forms

The NJSOP Board meets with the accountants to discuss, review, and accept the annual 990/990-T forms for filing. The 990 is a public record.

Form 990, an IRS inquiry into governance-related matters of tax-exempt organizations, helps ensure that NJSOP fulfills its tax-exempt purpose and that financial resources are used to further that purpose. It also helps maintain accountability and transparency of activities, governance and relationships. There are many reasons why the NJSOP Board should review the draft IRS Form 990 before it is filed. Of course, the most important reason is to ensure its accuracy. Most board members don't have photographic memories and can't recall each precise financial detail of the last year, but when you review it, look for the "story" in the numbers – Is the draft form consistent with your recollection about the prior year? You'll spot discrepancies, such as categories on the draft Form reporting "zero" when you know there were expenditures, or vice versa. Equally important, you may catch other mistakes, such as an incorrect address or outdated board member names.

Another reason for the full board to review the Form before it's filed with the IRS is to help ensure that the nonprofit's story will emerge clearly for others accessing and reading the Form once it is filed. For instance, when reviewing your nonprofit's draft Form 990, one board member may immediately look at the numbers on the first page showing revenue, expenses, contributions, assets, and liabilities. Someone else may flip first to Section III to read about how your nonprofit accomplishes its mission, and another may be curious about what the form reveals about board members. If you, and each board member of your nonprofit, takes the time to review the organization's Form 990 with fresh eyes, each of you is likely to see different things emerge from the form.

The mission description and Section III, "Program Service Accomplishments," are opportunities to educate potential members about your nonprofit's work. Another important section to tell your nonprofit's story is Section VI, which offers the chance to demonstrate that the nonprofit follows sound governance practices. Can the nonprofit answer "yes" to the questions in Section VI about good governance? If not, that's a red flag for those reviewing the form, and signals the need to refocus the nonprofit's energy on building good governance best practices to ensure that answers in the future will be, "Yes."

990-T

Exempt organizations use Form 990-T to report unrelated business income, figure and report unrelated business income tax liability, report proxy tax liability, and claim a refund of income tax paid by a regulated investment company (RIC) or a real estate investment trust (REIT) on undistributed long-term capital gain.

Text from the National Council of Nonprofits - https://www.councilofnonprofits.org/running-nonprofit/fundraising-and-resource-development/what-look-when-reviewing-irs-form-990-filing

NJSOP Committees & Centers

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. If you're not on a committee yet, please contact the President or Executive Director. Committee involvement is required to stay on the Board of Directors.

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 for ODs and paras. Reviews codes within the scope, and clinical guidelines for optometry.

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

New Jersey Optometric Political Action Committee, Inc. (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. **Visit the website 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. **Visit the website to learn more.**

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. The NJSOP local societies information can be found **here**.

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). **View website here**. **AOA-PAC**

Annual Board of Directors Attestation

I attest that 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 polices during my service as a NJSOP Board member or committee member.

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.

I acknowledge and understand that voting board members take an oath to solemnly and sincerely promise to faithfully and impartially perform all of the duties belonging to the NJSOP elected office; support, uphold and conform to the NJSOP Constitution and Bylaws; and do all in their power to promote the welfare and prosperity of the profession of optometry in New Jersey and nation. I acknowledge and understand the board expectations.

I have read the board orientation and expectations document. Use provided link to record attestation.

BOD revised 8-21-24

Insurance Note - The NJSOP carries a Director and Officers Policy for NJSOP leaders, Fidelity Bond, Commercial General Liability with Cyber Security protection, Event Cancellation Policy, Workers Compensation Policy, and Health Insurance for staff. The Gandelman Agency.