



MOTLOW STATE
 COMMUNITY COLLEGE

POLICY

Category
Conflict of Interest – Disclosure Review Committee – 1:02:03:10; Corresponding with TBR 1:02:03:10
Approval
Leadership’s Council Approved: October 29, 2019
Effective Date/Approved: October 29, 2019
Revised: N/A
Responsible Party: Executive Director of Human Resources and Chief Financial Officer

- I. **Purpose:** Motlow State Community College will establish a Conflict of Interest Disclosure Review Committee.
 - A. A Committee shall be formed from Institution faculty and staff, pursuant to TBR Policy 1:02:03:10.
 - B. The general responsibilities of this Committee are defined in TBR Policy 1:02:03:10.

- II. **Number of Members**
 - A. The Committee shall consist of at least three members, with at least one member selected from the faculty and at least one member selected from administrative or support staff personnel to include representation from multiple campuses.

- III. **Selection of Members**
 - A. Members of the Committee shall be selected by the Institution President.

- IV. **Duration of Membership**
 - A. Members of the Committee shall serve two year terms.
 - B. Members may serve multiple, consecutive terms.

- V. **Meetings**
 - A. The Advisory Committee shall meet as frequently as necessary to conduct its business, but no less than once per semester. If disclosures are filed between meeting dates that need to be acted upon, then a special meeting will be called.

VI. Duties

- A. As described in TBR Policy 1:02:03:10, the committee shall evaluate conflict of interest disclosures and make determinations regarding what actions may be required to manage, reduce or eliminate conflicts of interest.