



# CHAPTER BOARD GUIDEBOOK

2021-2022 Edition

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## **Welcome to the Board of the National Lipid Association and its Chapters**

The National Lipid Association (NLA) is a not for profit, multidisciplinary medical society focused on enhancing the practice of lipid management in clinical medicine. The NLA represents approximately 2,000 members in the United States, Canada, and other countries, and provides continuing medical education for healthcare professionals to advance professional development and attain certification in clinical lipidology.

### **Mission Statement**

The mission of the National Lipid Association (NLA) is to enhance the practice of lipid management in clinical medicine.

Consistent with the mission statement, the National Lipid Association's goals are:

#### **Diversity, Equity, and Inclusion**

The NLA will promote diversity, equity, and inclusion in all aspects of the organization.

#### **Professionalism**

The NLA will enhance medical knowledge, clinical skills, and related business activities that provide for more effective patient outcomes. Promoting and sustaining the highest ethical standards will be an essential component of these activities.

#### **Public Service**

The NLA will enhance efforts to reduce death and disability related to disorders of lipid metabolism in patients.

#### **Multidisciplinary Approach**

The NLA will strive to provide professional activities that serve the members of the NLA. All related health professionals will be able to join, train, and be represented to the scope of their practice.

#### **Continuous Growth and Development**

The NLA will promote responsible outreach to all regions of the country to make available the benefits of the NLA in every community.

#### **Business Ethics**

The NLA will promote its activities with the utmost respect to acceptable business practices, ensuring all interactions will be undertaken in a responsible and ethical fashion.

#### **Cooperation**

The NLA will be supportive of other organizations with common purposes and values and will seek active interactions with such organizations.

## **Commitment to Diversity, Equity, and Inclusion**

The mission of the National Lipid Association is to enhance lipid management in clinical medicine. We do so through activities that focus on science, clinical care, and public advocacy. We are at a moment in time where the events of racial injustice have boiled over and compel everybody, including individuals and social and professional groups, to look within to stand up and declare what is obvious: there is no room for discrimination based on race, in addition to ethnicity, religion, gender, sexual orientation, age, ability bias, or veteran status in any corner of our society. This injustice has been further magnified by health inequity as most recently evidenced by the disparities in outcomes related to the COVID-19 pandemic particularly impacting the African American community. The NLA calls on our national and local leaders to make all forms of injustice and discrimination a priority.

As an organization, the NLA has a professionally diverse membership and leadership, and we continue to work towards greater diversity, equity, and inclusion within all aspects of our organization. We recognize the need to declare this core value and commit to actions that enable this goal while we pursue our primary mission.

## **NLA Overview**

### **The NLA is a Business League**

A business league is an association of persons having some common business interest, the purpose of which is to promote such common interest and not to engage in a regular business of a kind ordinarily carried on for profit.

- Values tax exemption for its established purpose
- Can lobby legislatures
- Must have policies of transparency/disclosure/conflict resolution

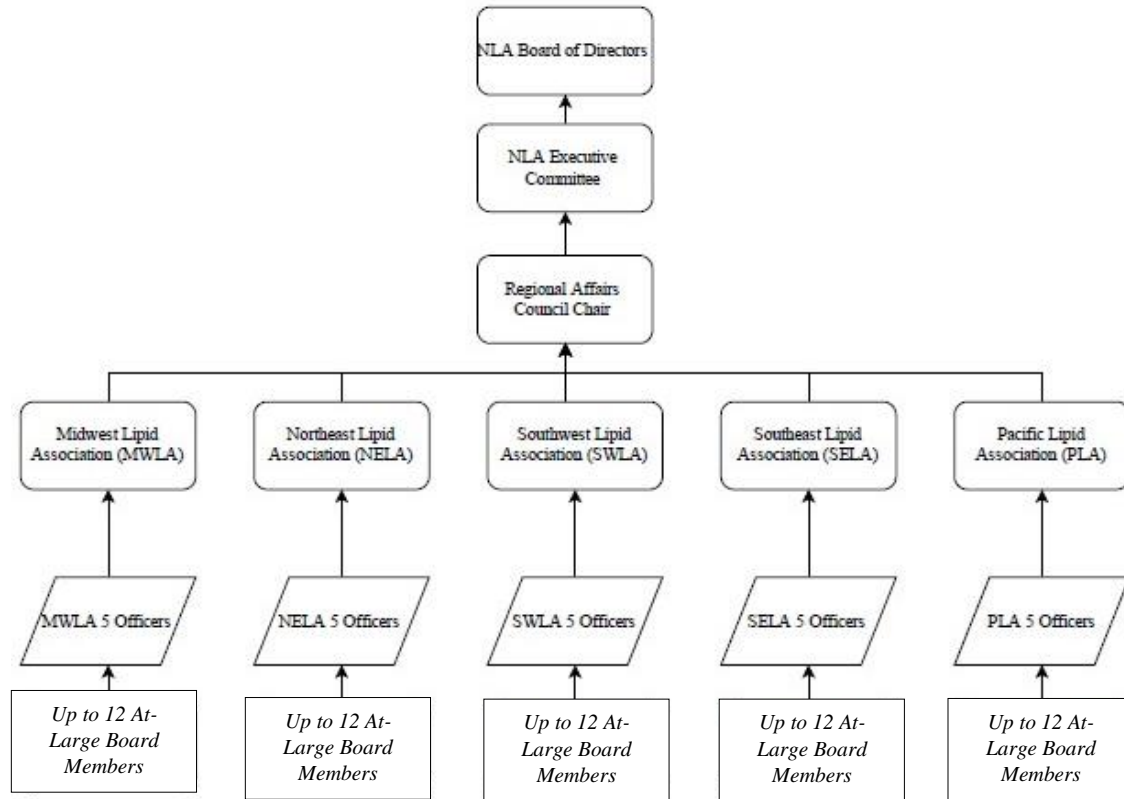
No part of the NLA's net earnings may inure to the benefit of any private individual. Finally, a portion of member's dues may be tax deductible as a business expense.

## NLA Presidents

2002 — 2004	W. Virgil Brown, MD, FNLA
2004 — 2005	John Guyton, MD, FNLA
2005 — 2006	Peter Jones, MD, FNLA
2006 — 2007	James McKenney, PharmD, CLS, FNLA
2007 — 2008	Anne Goldberg, MD, FNLA
2008 — 2009	Thomas Bersot, MD, PhD, FNLA
2009 — 2010	Vera Bittner, MD, FNLA
2010 — 2011	Michael Davidson, MD, FNLA
2011 — 2012	Penny Kris-Etherton, PhD, CLS, FNLA
2012 — 2013	Peter Toth, MD, FNLA
2013 — 2014	Matthew Ito, PharmD, CLS, FNLA
2014 — 2015	Terry Jacobson, MD, FNLA
2015 — 2016	Carl Orringer, MD, FNLA
2016 — 2017	Joyce Ross, MSN, CRNP, CLS, FNLA
2017 — 2018	James Underberg, MD, MS, FNLA
2018 — 2019	Alan Brown, MD, FNLA
2019 — 2020	Antonio Gotto, MD, DPhil, FNLA
2020 — 2022	Joseph Saseen, PharmD, CLS, FNLA

## The NLA Chapter Structure

There are five chapters, each with five Officers and up to twelve At-Large members. The following is the NLA chapter organizational structure:



## **Responsibilities of the Chapters**

### Hosting of the Clinical Lipid Updates or the Annual NLA Scientific Sessions

When hosting a Clinical Lipid Update (CLU) or an Annual Meeting, the chapter Presidents of the hosting chapters are invited to participate in the planning of the meeting they are hosting. They are invited to participate in planning calls and are asked to represent the members of their chapter in topics of importance and interest specific to that region.

Typically, before a planning call, the Chapter President will reach out to the members of their board with a request for session topics and speakers that they can propose to the Scientific Meetings Committee to represent their region. Hosting Chapter Presidents and Officers are expected to attend their scientific meetings in person, and assist with onsite tasks such as session moderating.

Additionally, the hosting chapters are expected to participate in their local meetings through attendance and meeting attendee recruitment.



## Responsibilities of the Chapters

### LipidSpin

The *LipidSpin* is published three times per year and led by the efforts of the Chapters in collaboration with the NLA Publications Committee. Each year, the *LipidSpin* is published in conjunction with the three NLA meetings and coordinated by the chapters responsible for supporting the three meetings. For example, if the Northeast Lipid Association and Southeast Lipid Association are co-planners of the Spring Clinical Lipid Update, the same chapters are responsible for the *LipidSpin* set to publish at the Spring Clinical Lipid Update.

#### **Chapter Leads**

The chapter President and President-Elect are the project leads for each edition of the *LipidSpin*, responsible for selecting themes, authors, topics, and timeline management for each edition (including follow-up with authors).

#### **Author Mentorship**

The *LipidSpin* aims to provide an opportunity for senior authors and NLA leaders to mentor junior authors - a consideration that should be taken into account at the Chapter Leads invite authors to participate.

#### **Kickoff Meeting**

Each edition of the *LipidSpin* starts with a kickoff call between the Chapter Leads, the *LipidSpin* Editors, and NLA staff to plan the chapter hosted edition. A complete timeline is provided below.

#### **Author Expectations**

Authors invited to contribute by the Chapter Leads are responsible for the following:

1. Choosing a junior author or authors to contribute to your piece
2. Submission of headshots and disclosures with drafts
3. Submission of a first draft within six weeks of an invitation
4. Acquiring permissions (if needed) for graphics/photos

#### **Contribution Management**

Each *LipidSpin* article is managed through a shared Google Docs.

#### **LipidSpin Outline**

<b>Section Topics or titles</b>	<b>Section Scope/Description of Section</b>
Letter from the NLA President	- Author's discretion (max. word count 500).
Letter from the Chapter President	- Author's discretion (max. word count 500).
Editor's Corner – by Lipid Spin	Editors Author's discretion (max. word count 500).

Clinical Feature *Primary feature of article – sets the tone/theme for the rest of the issue	*Primary feature of article – sets the tone/theme for the rest of the issue (max. word count 1,800, not including up to two authors/professional headings. Article can include up to three slides/illustrations).
Guest Editorial	Guest Editorial - Editorial discussion on topic of author's choosing (max. word count 1,400, not including up to two authors/professional headings. Article can include up to two slides/illustrations).
EBM Tools for Practice	EBM Tools for Practice - Article related to direct clinical epidemiology principles and using biostatistics in a lipid practice setting (max. word count 800, not including one author/professional heading. Article can include up to two slides/illustrations).
Lipid Luminations	Lipid Luminations - A literature review or discussion of a journal article (max word count 600, not including one author/professional heading).
Specialty Corner	Perspective of a particular specialty (max. word count 1,200, not including up to two authors/professional headings. Article can include up to two slides/illustrations).
Practical Pearls (or how I do it in my practice)	A brief, straightforward piece of clinical advice (max. word count 800, not including one author/professional heading. Article can include up to two slides/illustrations).
Case Study - Real world scenario	Focus on lipid disorders from actual patient (max. word count 1,400, not including up to two authors/professional headings. Article can include up to two slides/illustrations).
Chapter Update	Update on issues affecting members in the sponsor chapter (max. word count 1,400, not including up to two authors/professional headings. Article can include up to two slides/illustrations).
Patient Friendly Tear Sheet(s)	Practice Tools and Clinical Care Committee
Member Spotlight	Typically an up-and-coming junior member from the chapter (managed by NLA staff)
Foundation Update	From the Foundation President

### **LipidSpin Co-Editors & Publications Committee Chairs (2021-2022)**

- Lynne Braun, PhD, FNLA
- Kaye-Eileen Willard, MD, FNLA

## **Additional Responsibilities of the Chapters**

- Chapter Projects
  - Each year, Chapters get \$5,000 budget for projects
  - Should benefit the organization as a whole versus individuals
  - Successful past projects include:
- Supporting local lipid clubs
- Membership recruitment and retention
  - Communicating the value of membership with career development
  - Networking with leading experts in the field of lipidology
  - Annual subscription to the Journal of Clinical Lipidology and *LipidSpin*
  - Member rates for online courses and self-study programs
  - Special member rate to attend CE/CME-accredited educational programs
- Using social media as a membership recruitment tool
- Participate in the development of podcasts and webinars



## **Duties and Responsibilities**

### **Board Members of the NLA and its Chapters should:**

- Attend at least 2/3 Board meetings and conference calls during their term of service;
- Attend the annual meeting of the NLA;
- Attend the NLA meeting sponsored by their chapter;
- Have a completed current conflict of interest disclosure form on file;
- Serve on at least one (1) NLA committee and attend at least 2/3 of the committee meetings and conference calls during their term of service;
- Elicit widespread support and participation in the NLA by leaders in the lipid community;
- Personally volunteer to moderate medical sessions, make presentations, and provide clinical articles which expand the NLA's organizational body of knowledge and foster leadership in the lipid community;
- Act as a steward of NLA funds and work to develop resources and funding for NLA activities;
- Pay dues in a timely manner;
- Donate to the Foundation of the National Lipid Association in an amount deemed appropriate and reasonable by the individual Board member
- Assist and/or lead the development of regional chapters and local education events;
- Act as a liaison or ambassador to external medical groups, societies, and governmental agencies;
- Encourage participation to anyone that qualifies for membership in the NLA;
- When acting in an official capacity, be reimbursed for their expenses in accordance with the financial policies of the NLA. This may include hotel, travel, and routine expenses not otherwise provided by the NLA or a third party. If honorarium is customary, honorarium shall be earned in accordance with the NLA Honoraria Policy. No expense shall be paid unless a current conflict of interest disclosure form is on file.
- Volunteer to perform tasks and projects of the committee(s) on which they serve;
- Complete or make the appropriate level of progress on assumed tasks and projects for which they are assigned, and make efforts to attend the meeting sponsored by their chapter;

Board members shall never individually enter into a contractual or other agreement that requires expenditure of NLA resources without a written proposal and approval by the Board of Directors or the Executive Committee.

Board members shall always declare any conflicts of interest between themselves and the NLA prior to Board action or discussion. Board cannot be associated with commercial interests when engaging in NLA business that may affect such commercial interests. Board members who do not adhere to these disclosure policies may be subject to censure or removal from the Board of Directors or their committee(s).

Technical Edits, September 2016



## **National Lipid Association**

### **2021-2022 Board of Directors**

#### **President**

Joseph J. Saseen, PharmD, CLS, FNLA  
Aurora, CO

#### **Secretary/Treasurer**

Pamela B. Morris, MD, FNLA  
Mt. Pleasant, SC

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Daniel E. Soffer, MD, FNLA  
Swarthmore, PA

#### **Immediate Past President**

Antonio M. Gotto Jr., MD, DPhil, FNLA  
Huston, TX

#### **President-Elect**

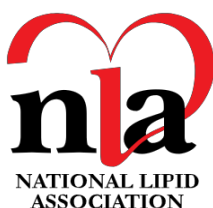
Kevin C. Maki, PhD, CLS, FNLA  
Boca Raton, FL

#### **Executive Council Chair**

Edward A. Gill, MD, FNLA  
Shoreline, WA

#### **Executive Council Chair**

Kaye-Eileen Willard, MD, FNLA  
Racine, WI



## National Lipid Association

### At-Large Board of Directors

#### Term Expiring 2022

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Elizabeth J. Jackson, MSN, FNLA  
Austin, TX

Guy L. Mintz, MD, FNLA  
Manhasset, NY

Patrick M. Moriarty, MD, FNLA  
Kansas City, KS

Geeta Sikand, RD, MA, CLS, FNLA  
Irvine, CA

Krishnaswami Vijayaraghavan, MD,  
FNLA  
Phoenix, AZ

Robert A. Wild, MD, MPH, PhD,  
NCMP, FNLA  
Edmond, OK

#### Term Expiring 2023

Karen E. Aspry, MD, MS, FNLA  
East Greenwich, RI

Eugenia Gianos, MD, FNLA  
New York, NY

Ann Liebeskind, MD, FNLA  
Neenah, WI

Roda Plakogiannis, PharmD, BCPS,  
CLS, FNLA  
New York, NY

Kari Uusinarkaus, MD, CLS, FNLA  
Colorado Springs, CO

Thomas Rhyne White, MD, FNLA  
Cherryville, NC

Don P. Wilson, MD, FNLA  
North Richland Hills, TX

Nathan D. Wong, PhD, FNLA  
Irvine, CA

#### Term Expiring 2024

Keith C. Ferdinand, MD, FACC,  
FAHA, FNLA  
New Orleans, LA

Dinesh Kalra, MD, FACC, FSCCT,  
FSCMR, FNLA  
Chicago, IL

Dean Karalis, MD, FACC, FNLA  
Philadelphia, PA

Carol Kirkpatrick, PhD, MPH, RDN,  
FNLA  
Pocatello, ID



## Midwest Lipid Association Chapter Board of Directors

### **President**

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Highland Park, IL

### **President-Elect**

Noreen Nazir, MD  
Chicago, IL

### **Treasurer**

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### **Secretary**

Scott H. Merryman, MD  
Columbus, OH

### **Immediate Past President**

Marlys L. Koschinsky, PhD, FNLA  
London, ON

### **At-Large Members:**

George S. Abela, MD, MSc, MBA, FNLA  
East Lansing, MI

Lynne T. Braun, PhD, CNP, FNLA  
LaGrange, IL

Dinesh Kalra, MD, FACC, FSCCT, FSCMR, FNLA  
Chicago, IL

Anandita Kulkarni, MD  
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Pamela Papp, APRN, CLS, FNLA  
Saint Charles, IL

Amy L. H. Peterson, MD, FNLA  
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Nataliya Pyslar, MD, FNLA  
Chicago, IL

Kamal Shemisa, MD, FACP, FACC, FASE  
Cincinnati, OH

Kaye-Eileen Willard, MD, FNLA  
Racine, WI





## Northeast Lipid Association Chapter Board of Directors

### **President**

Eugenia Gianos, MD, FNLA  
New York, NY

### **Treasurer**

Roda Plakogiannis, PharmD, BCPS, CLS, FNLA  
New York, NY

### **Immediate Past President**

Karen E. Aspry, MD, MS, FNLA  
East Greenwich, RI

### **President-Elect**

Guy L. Mintz, MD, FNLA  
Manhasset, NY

### **Secretary**

Laney K. Jones, PharmD  
Forty Fort, PA

### **At-Large Members:**

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Rochester, NY

Caroline F. deRichemond, CRNP, MSN, CLS, FNLA  
Wilkes Barre, PA

Kenneth A. Kellick, PharmD, CLS, FNLA  
Tonawanda, NY

Merle Myerson, MD, EdD, FNLA  
Etna, NH

Perry J. Weinstock, MD, MS, FNLA  
Camden, NJ

Frances Burke, MSRD  
Narberth, PA

Benjamin J. Hirsh, MD, FNLA  
New York, NY

Erik Kelly, MD  
Wynnewood, PA

Wayne S. Warren, MD, FNLA  
New Haven, CT



## Pacific Lipid Association Chapter Board of Directors

### **President**

Jessica Durham, ARNP, RN, ANP, GNP, CLS, FNLA  
Seattle, WA

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Michelle A. Taylor, RN, MSN, ACNP-BC, CLS,  
FNLA  
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### **Treasurer**

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Happy Valley, OR

### **Secretary**

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### **Immediate Past President**

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Pocatello, ID

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Kirkland, WA

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Carmel Valley, CA

Amanda L. Markie, MS  
Salt Lake City, UT

Gay J. Meyers, PA-C, FNLA  
Sandy, UT

Diane S. Osborn, ANP  
Lake Oswego, OR

Tracy Severson, RD  
Portland, OR

Geeta Sikand, RD, MA, CLS, FNLA  
Irvine, CA

Diane Sobkowicz, MD, FNLA  
Pebble Beach, CA

Savitha Subramanian, MD  
Seattle, WA

Michael J. Wilkinson, MD  
San Diego, CA



## **Southeast Lipid Association Chapter Board of Directors**

### **President**

John C. Elkins, DNP, MEd, NP-C, CLS, FNLA  
Mobile, AL

### **Treasurer**

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Atlanta, GA

### **Immediate Past President**

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### **President-Elect**

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Baltimore, MD

### **Secretary**

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### **At-Large Members:**

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Mt. Airy, MD

Deborah Koehn, MD  
Richmond, VA

Seth S. Martin, MD, MHS  
Baltimore, MD

Alisa Nance, MD, RPh  
 Mooresville, NC

Khalid H. Sheikh, MD, FNLA  
Merritt Island, FL

George H. Chaconas, MD, FNLA  
Smith Mountain Lake, VA

Gina P. Lundberg, MD  
Marietta, GA

Kellie H. McLain, ANP-C, FNLA  
Charleston, SC

Dharmesh Patel, MD, FNLA  
Memphis, TN



## Southwest Lipid Association Chapter Board of Directors

### **President**

Susan M. Dimick, MD, MS, FNLA  
Edmond, OK

### **Treasurer**

Chima Nwizu, MD, FNLA  
Greeley, CO

### **Immediate Past President**

Catherine J. McNeal, MD, PhD, FNLA  
Temple, TX

### **President-Elect**

Nicole A. Ciffone, ANP-C, MS, CLS, FNLA  
Tucson, AZ

### **Secretary**

Zahid Ahmad, MD  
Dallas, TX

### **At-Large Members:**

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Scottsdale, AZ

Robert J. Megna, DO, MS, FNLA  
Forney, TX

Neil Sheth, MD, FNLA  
Glendale, AZ

Salim Virani, MD, PhD  
Bellaire, TX

Don P. Wilson, MD, FNLA  
North Richland Hills, TX

Anandita Kulkarni, MD  
St. Louis, MO

Munni R. Selagamsetty, MD, FNLA  
Colorado Springs, CO

Elizabeth Urteaga, PharmD  
Boerne, TX

Lauren A. Williams, RD, MCN, LD  
Fort Worth, TX

## Important Links

### **National Lipid Association**

[www.lipid.org](http://www.lipid.org)

### **About the NLA**

[www.lipid.org/about](http://www.lipid.org/about)

### **Leadership**

[www.lipid.org/about/leadership](http://www.lipid.org/about/leadership)

### **Chapters**

[www.lipid.org/about/committees/regional-affairs-council](http://www.lipid.org/about/committees/regional-affairs-council)

### **Councils & Committees**

[www.lipid.org/about/committees](http://www.lipid.org/about/committees)

### **Recommendations & Statements**

[www.lipid.org/practicetools/documents](http://www.lipid.org/practicetools/documents)

### **Tear Sheets**

<https://www.lipid.org/Tear%20Sheets>

### **Practice Tools**

[www.lipid.org/practicetools](http://www.lipid.org/practicetools)

### **LipidSpin**

[www.lipid.org/LipidSpin/all](http://www.lipid.org/LipidSpin/all)

### **Conferences & Ancillary Courses**

[www.lipid.org/conferences](http://www.lipid.org/conferences)

### **Bylaws & Policies**

[www.lipid.org/about/bylaws\\_and\\_policies](http://www.lipid.org/about/bylaws_and_policies)

### **Social Media**

#### **Twitter**

[www.twitter.com/nationallipid](http://www.twitter.com/nationallipid)

#### **Facebook**

[www.facebook.com/nationallipid](http://www.facebook.com/nationallipid)

#### **LinkedIn**

[www.linkedin.com/company/493263/admin/](http://www.linkedin.com/company/493263/admin/)

#### **Instagram**

[www.instagram.com/nationallipid/](http://www.instagram.com/nationallipid/)

### **Affiliated Organizaitons**

#### **Foundation of the NLA**

<https://www.yourlipids.com/>

#### **American Board of Clinical Lipidology**

[www.lipidboard.org/](http://www.lipidboard.org/)

#### **Accreditation Council for Clinical Lipidology**

[www.lipidspecialist.org/](http://www.lipidspecialist.org/)



## **Antitrust Policy**

Members/guests at any activity of the National Lipid Association (NLA) are reminded that certain topics are not proper subjects for discussion and consideration at any NLA meeting, whether formal or informal. While it is entirely appropriate to meet as an organization to discuss common concerns and areas of interest, it must be kept in mind that members/guests may be competitors and any action taken to eliminate, restrict, or govern competition among colleagues and/or their guests is a violation of the antitrust laws.

If there is any discussion at NLA meetings relating to competition between members/guests, an inference may be raised that such a discussion among competitors is for the purpose of agreeing upon a common course of business conduct.

Among the subjects that should not be discussed at NLA meetings are surcharges, conditions, terms, prices of service, sharing of customers, and the refusal to deal with a particular supplier or class of suppliers.

Agreements among competitors relating to any of these subjects are per se violations of the antitrust laws, possibly leading to severe criminal and civil penalties.

It is essential, therefore, that all necessary steps be taken to prevent any NLA meeting from becoming a forum for those types of discussions that lead to an understanding or agreement, expressed or implied, with respect to any essential element of competition.

The NLA Board, in adopting this policy, urges each NLA chapter, chairman, and member to be most vigilant to make certain that your discussions and that of your colleagues do not stray from prepared agendas during various NLA meetings. Further, that any discussion be free from possible anti-competitive topics or remarks. NLA members must be certain to stay alert and informed, since antitrust laws are wide-ranging, complex, and subject to changing interpretations.



## **Conflict of Interest Policy**

This Conflict of Interest Policy of the National Lipid Association: (1) defines conflicts of interest; (2) identifies classes of individuals within the Association covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest. Covered individuals should recognize that this policy does not replace, but rather is in addition to, any and all Conflict of Interest policies adopted by the NLA to which they may be subject to including industry relationships, medical education, or continuing medical education (CME), or other regulatory authority.

**Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the Association may benefit financially from a decision he/she could make in that capacity, including indirect benefits such as to family members or businesses with which the individual is closely associated. A conflict of interest is present when the individual both has a financial relationship with a commercial interest within the past 12 months and has the opportunity to affect content relevant to products or services of the commercial interest. The NLA agrees with the definition defined by the Accreditation Council for Continuing Medical Education (ACCME) a commercial interest “is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.”

**Individuals covered.** It is the policy of the National Lipid Association to require that all Board members, Committee members, CME planners, key staff, and faculty submit signed financial disclosure forms. The NLA will provide the information upon request and on any education programs in accordance with this policy.

**Facilitation of disclosure.** Persons covered by this policy will annually disclose or update to the Board of Directors of the Association on a form provided by the Association their interests that could give rise to conflicts of interest, such as direct and indirect financial relationships with a commercial interest within the past 12 months. Failure to comply in a timely manner may result in actions as described in Section 4(d) and, at minimum, make the person ineligible for any reimbursement of expenses in conjunction in official NLA business until the deficiency is resolved.

**Procedures to manage conflicts.** For each interest disclosed to the Board of Directors, the Board will determine whether to: (a) take no action; (b) assure full disclosure to related entities beyond the Board of Directors and/or other individuals covered by or related to this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Association; or (d) ask the person to resign from his or her position in the Association or, if the person refuses to resign, become subject to the bylaws pertaining to removal of officers and directors. The Association’s Executive Director will monitor Association activity pursuant to this policy and is responsible for reporting any potential or the status of ongoing conflicts of interest to the Board of Directors in order to correctly adjudicate the matters in question and or seek the counsel of the Association attorney to guide in such matters.

Adopted by Board of Directors: November 2009  
Technical Edits: September 2016



## **Conduct Policy**

Each officer, director, employee and representative of the NLA is expected to conduct him/herself in a manner consistent with appropriate professional behavior and ethics, including, but not limited to, the Principles of Medical Ethics of the American Medical Association or other pertinent professional organization. This shall include the obligation of the individual to avoid disruptive behavior that is rude, inappropriate and/or unprofessional such that it has adversely affected or threatens to have an adverse effect on: the effectiveness of the individual's professional and interpersonal relationships with other members of the NLA Leadership and staff, as well as; public perception, interpersonal and professional relationships with NLA Board or employee morale, or efficiency. Violations of this policy may result in discipline including, but not limited to, restriction or exclusion from certain NLA meetings and committees and expulsion from the NLA itself.

Adopted by Board of Directors: March 2019



# **Travel Policy**

## **Background and Policy Overview**

The National Lipid Association (NLA) is a not-for-profit medical association. The NLA expects all invited faculty, board, staff, and our pre-approved vendors to carefully manage and observe the following travel guidelines and manage business related travel expenses. The NLA will reimburse you for reasonable business expenses in accordance with the Travel Policy below.

## **Air Travel**

All air travel arrangements must be made through the approved travel agency, The Travel Authority. You can reach Ellen Lovett at (888) 260-8883 to make your reservations. This number is accessible 24 hours a day, seven days a week for your convenience.

Travelers will be required to select the lowest logical airfare (14-day economy, coach, non-refundable) unless doing so would inhibit the traveler's business function and assuming there is no more than one stop or one connecting flight for each flight segment. Advanced planning, booking of non-refundable fares (when travel is unlikely to change), and flexibility in schedule will assist the association in obtaining lowest logical fares and reducing overall travel expenses.

NOTE: Travel arrangements must be made no later than fourteen (14) days out from the event.

Travel must be in coach class. If traveling internationally, business class travel is acceptable if the travel segment exceeds six (6) hours of scheduled flying time and is outside the US and Canada. When a trip is in progress and changes are necessary, arrangements can be made via The Travel Authority's toll-free number (888-260-8883).

## **Lodging**

In cases where the NLA has established a special room block and meeting rate at or near the meeting location (or at an overflow hotel), those facilities must be used. Should there not be an NLA room block, the NLA will reimburse the typical hotel rate for comparable business class lodging (e.g., Marriott, Sheraton, Hyatt, Westin) costs to the individual.

## **Meals**

Claims for meals should not be made when a meal is provided by the NLA and the traveler had the opportunity to consume that meal. Otherwise, receipts are required and must be submitted.

## **Other Travel Expenses**

Avoid unnecessary travel expenses. Travelers will not be reimbursed for expenses outside policy or extravagant spending (e.g., limousines and valet parking). Consider the money yours when making spending decisions, the NLA will not reimburse for guests, spouses, or additional travelers.

Delays due to weather or airline cancellations are not the responsibility of the NLA. However, the NLA will extend an emergency traveler allowance not to exceed \$300.00 to offset expenses incurred in rebooking flights or other travel arrangements.

Current mileage rate is the same as determined by the IRS.

### **Deadlines, Allowances, and Limitations**

All individual claims should be submitted within thirty (30) working days of the completion of travel. The maximum allowance for domestic airfare is \$650 or less per round trip ticket. The international business class allowance is \$6,000 or less. The NLA reserves the right to deny travel when the excess cost is greater than 50% of the ticket price available to the NLA. Travel arrangements made outside these guidelines are reimbursed at the discretion of the Executive Director.

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The Foundation of the National Lipid Association is a 501(c)3 not-for-profit formed in 2008 to serve as a patient education organization in the field of clinical lipidology.

The Foundation focuses on providing education, advocacy, and resources to help patients and their families manage and overcome lipid-related health problems that may put them at risk for a heart attack or stroke. The organization aims to translate scientific and medical progress into effective evidence-based guidance for optimal patient care.

### **About the Organization**

#### **Mission, Vision, and Values**

**Mission:** To improve the welfare of patients and families affected by cholesterol and triglyceride problems.

**Vision:** Informed and healthy communities empowered through awareness, education, advocacy, and equality.

**Values:** Education • Awareness • Advocacy • Equality

### **Research & Service Awards**

#### **W. Virgil Brown Distinguished Achievement Award & Lectureship**

This award and lectureship program were established to honor its namesake, a founder of the NLA whose contributions to the field of lipidology and the presenting organizations are unparalleled. Since the award's inception in 2009, the NLA and the Foundation of the NLA have annually recognized one exemplary clinician in the field of lipidology who has made outstanding contributions in the diagnosis and treatment of lipid disorders. The W. Virgil Brown Distinguished Achievement Award & Lectureship is made possible by support from The Dyslipidemia Foundation.

#### **Clinician/Educator Award**

The Clinician/Educator Award honors an NLA member who demonstrates continued excellence in clinical care of patients with lipid disorders and/or excellence in the field of clinical lipidology. The Clinician/Educator is currently made possible by support from Aaron and Lillie Straus Foundation.

**Hunninghake Familial Hypercholesterolemia Abstract Award**

The Foundation awards the Donald Hunninghake Familial Hypercholesterolemia Abstract Award annually for outstanding research in the area of Familial Hypercholesterolemia. The Donald Hunninghake Familial Hypercholesterolemia Abstract Award is made possible by support from Amgen.

**Young Investigator Award**

The Foundation awards the Young Investigator Award annually to five individuals (1<sup>st</sup>-5<sup>th</sup> place) for their contributions to the NLA's annual abstracts program. Eligible Young Investigators are in-training students, residents, or fellows in practice for <5 years. The Young Investigator Award is made possible by support from Amgen.