

Conflict of Interest Guidelines for AMS Nominating Committee Members

To ensure transparency, fairness, and the integrity of the nomination process, all Nominating Committee members will be mindful of and review these guidelines as well as potential conflicts of interest at least annually. Below are conflict of interest considerations for awareness and behavior standards while serving on the Committee:

1. Personal Relationships:

- Avoid nominating or advocating for individuals with whom you have close personal relationships (e.g., family members, close friends, romantic partners) that could bias your judgment. Immediately disclose any individuals on the nominating list who fall into this category.

2. Professional Relationships:

- Disclose any professional relationships with nominees, such as colleagues, direct reports, or supervisors, to avoid undue influence on decisions.

3. Financial Interests:

- Refrain from nominating individuals or making decisions that could result in direct or indirect financial benefits to you or your affiliated organizations. Immediately disclose any financial interests like stock, equities, or contracts with a company whose employees or leadership you nominate.

4. Dual Roles:

- Be cautious if you hold a leadership or decision-making position in another organization that might have overlapping interests with the AMS. Disclose these roles to the Committee.

5. Recusal:

- Recuse yourself from discussions or votes if a potential conflict of interest exists, especially if you cannot remain impartial.

6. Impartiality in Recommendations:

- Base nominations solely on the qualifications, experience, and potential contribution of the candidate to AMS's mission, avoiding favoritism or bias.

7. Disclosure Requirements:

- Proactively disclose any situation or relationship that could be perceived as a conflict of interest, even if you believe it will not affect your objectivity.

8. Confidentiality:

- Maintain the confidentiality of discussions and decisions to prevent undue influence or reputational risks for nominees or the Committee.

9. Gifts and Incentives:

- Do not accept gifts, favors, or other incentives from nominees or their representatives that could be interpreted as attempts to influence the nomination process.

10. Bias Awareness:

- Be vigilant against unconscious bias that may affect your evaluation of candidates, such as biases related to gender, race, geographic location, or institutional background.
- Some tips to combat unconscious bias:
 - i. Take your time! Biases occur more often and with a stronger effect when we have to make quick decisions
 - ii. Create a rubric when reviewing candidate materials - this can help to focus on skill sets needed for the role
 - iii. Ensure that people evaluate candidates independently before sharing thoughts with the rest of the Committee - this helps avoid groupthink

11. Adherence to AMS Mission:

- Ensure that your decisions align with AMS's mission to advance atmospheric and related sciences, technologies, applications, and services.

By upholding these principles, Committee members will contribute to a fair and equitable nomination process, enhancing trust and the overall mission of the AMS.