

## *CONFLICT OF INTEREST POLICY*

*(adopted summer 2010)*

MAEA directors, officers, committee members, staff, and other volunteers, while acting on behalf of MAEA, should avoid conflicts of interest. Even the appearance of a conflict of interest should be avoided. All actions should be based solely on the best interests of MAEA, in accordance with applicable state and federal laws and regulations. Actions should not be influenced by personal considerations.

A conflict of interest occurs whenever an individual has a direct or indirect interest, financial or otherwise, in the outcome of any transaction or matter involving MAEA. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter in an undisclosed or adverse manner to MAEA.

Depending upon the immediacy and seriousness of the conflict, a number of resolutions are possible. If the conflict is minimal, it may be cured through nothing more than disclosure of the interest and a pledge to remain objective and neutral to it. Other conflicts are more serious and may require the board or committee member to remove themselves from any involvement in the association's discussions or decision making on the matter. (This is called *recusal*.) In rare cases, conflicts are so immediate and serious that resignation from the board, committee, or other association assignment is the only prudent means of avoiding the conflict.

It is the prerogative of the board, not the individual, to determine how severe a conflict is and the appropriate steps that must be taken to remedy it.

Interests do not often, per se, create actual conflicts. Individuals often have fully legitimate responsibilities to more than one board or organization. It is generally only when some specific issue arises in which both organizations have a direct interest that an actual conflict exists. It is important to stress that the existence of a conflict of interest and the actions taken to resolve that conflict are **not** punitive or a negative reflection on the affected board or committee member's ethics, commitment to MAEA, or judgment.

If an individual has a conflict of interest or potential conflict of interest in connection with any MAEA transaction or matter, he or she should immediately notify the President, Executive Director, or other appropriate MAEA representative.

**Conflict of Interest**

**Disclosure Statement**

I have read the MAEA Conflict of Interest Statement and I support its intent.

I hereby certify that to the best of my knowledge, I do not have any financial or other interest that raises an actual or potential conflict of interest with my activities on behalf of MAEA. If any actual or potential conflict of interest exists, the conflict, as well as the financial or other interest upon which it is based, are described in the written statement I have attached to this form.

If an actual or potential conflict of interest subsequently develops, I will promptly submit an amended Disclosure Statement to the President, or Executive Director who will forward it to the appropriate MAEA representative.

I understand that it is the association's prerogative to decide how serious and immediate any conflict is, and to determine what steps are necessary to cure the conflict. (These cures include disclosure, recusal and, in extreme cases, resignation.) I agree to abide by the decision of the governing board in any such matter that may arise.

As directed and where appropriate, I will make disclosure of the conflict of interest to MAEA readers, MAEA course participants, or to fellow members of MAEA deliberative bodies.

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*Signature*

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*Date*