

**ASSOCIATION OF ACADEMIC
HEALTH SCIENCES LIBRARIES**

Conflicts of Interest Policy and Disclosure of Certain Interests Policy

Purpose

To avoid conflict of interest or the appearance of such conflict, each volunteer leader and Association of Academic Health Sciences Libraries (AAHSL) staff shall disclose in writing to the President any existing or potential conflict of interest that might harm the Association. [NOTE: As used in this document “staff” includes contracted staff.]

If a matter should arise before the Board, within a committee on which an institutional representative member serves, or in a membership meeting, in which an affected volunteer or staff is involved, the member representative shall disclose the potential conflict and refrain from participating in the discussion of the issue, except to respond to any questions. An affected institutional representative member shall not vote on any matters involving a conflict of interest. To help the AAHSL Board of Directors and other volunteer leaders meet their fiduciary obligations and AAHSL’s ethical standards, this policy, by its intent and administration, does not limit normal cooperation between AAHSL and its institutional representatives.

Policy

Members in leadership roles are responsible for governing the AAHSL’s affairs honestly and economically, exercising their best care, skill, and judgment for the benefit of the organization. In furtherance to their duty to the association, AAHSL is committed to identifying and resolving situations of real or perceived conflict of interest involving the Association of Academic Health Sciences Libraries, to assure that such real or perceived conflicts of interest are fully disclosed, so that the appropriate action can be taken.

*A conflict of interest can be considered to exist in any **economic, professional, business, political, volunteer, or personal** instance in which the actions or activities of an individual on behalf of AAHSL could involve obtaining personal gain or advantage to the individual or the individual’s immediate family and could be unfair to the organization. (Having a relative that contracts with AAHSL or serving as a vendor to AAHSL are examples of such conflicts.)*

Therefore:

- Board members and other persons representing AAHSL shall exercise good faith in all transactions touching upon their duties. They shall not use their position of knowledge gained there from in such a way as to obtain personal advantage or financial gain and all their acts shall be for the best interest of the association.
- The association shall not enter into agreements with entities whose partners, members, owners, significant investors or executive employees are board members of the association unless specific authorization is obtained from the board.

- It is the responsibility of individual volunteer leaders and staff to disclose when there is or may be a perception of a conflict of interest. No volunteer or staff shall accept gifts, favors, or hospitality that might influence their decision-making or action affecting the organization. It is assumed that common hospitality extended to an organization's representative, such as a lunch or dinner, will not influence the representative's decision-making action.
- Staff of the association shall not engage in business activities that place them in competition with the association in those areas involving their association employment.
- Any volunteer leader having a potential or actual conflict of interest in any matter shall not vote or participate in discussion of that matter unless such participation is required to reach an informed decision. A person identified as having a potential or actual conflict may be requested to leave the meeting during subsequent discussion and voting. The minutes of the meeting shall reflect the disclosure and abstention.

Examples:

The following are examples of situations or circumstances that have the potential to create conflicts of interest and should be disclosed. They are not exhaustive, but outline the more common areas.

- Investment or other financial interest in a purchaser, supplier, or competitor of the association.
- Participation in regulatory, civic or professional organizations that might involve divulging confidential data.
- Employment with a firm that is a purchaser, supplier, or competitor of the association.
- Sale of association assets (including inventory items) to board members, administrators, or employees.
- Board of Director membership of a purchaser, supplier, or competitor of the association.
- Improvement or maintenance of the board member's, administrator's or employee's property using the association's assets.
- Acceptance of substantial gifts or excessive entertainment from firms or individuals that have a business relationship with the association.
- Association or use of the association's name with an outside business activity
- Outside employment that affects working efficiency.
- Holding public offices that may require participation in setting policies that would affect the association.
- Outside employment or business interest that could benefit from involvement with the association (use of position for personal gain).
- Hiring or supervising a member of the immediate family.

Any circumstances, financial or otherwise, that might lead to a conflict of interest shall be disclosed to the Board of Directors through the following annual disclosure procedure or be declared prior to any discussion or action.

Reporting:

1. Each year, AAHSL board members, appointed officers, committee or task force chairs will disclose any situations or areas of actual or potential conflicts of interest using the approved disclosure form to disclose a perceived conflict of interest or to state that they have none to disclose.
2. Conflicts or potential conflicts shall be evaluated thoroughly, when they arise, using the assistance of legal counsel if necessary, and resolved appropriately.
3. Special attention should be given to ensure that volunteer leaders or contracted staff engaged as vendors provide full disclosure and avoid participation in related issues at AAHSL.
4. Signed disclosure statements are maintained on file in the AAHSL office.

Board Approval

Approved by the Board of Directors

January 31, 2006

**ASSOCIATION OF ACADEMIC HEALTH SCIENCES LIBRARIES
CONFLICT OF INTEREST
Disclosure Statement**

NAME: _____

LEADERSHIP TITLE: _____

DATE: _____

All members of the Board of Directors, appointed association officers, committee chairs, task force chairs, and contracted staff must disclose to AAHSL any significant financial interest or other relationships that members of the above-referenced group may have with any entities that relate to the programs and services of the association. AAHSL will in turn inform the activity participants or users.

The intent of this disclosure is not to prevent members of the above-referenced groups with significant financial or other relationships from serving in official capacities, or from writing or presenting, but to provide decision-makers and participants with the information needed to form their own judgments. It is for the decision-makers and participants to decide if the interests or relationships of members of the above-mentioned groups may affect decision-making, publications, or presentations in regard to exposition or conclusion.

I have financial interest, arrangement or affiliation with the following organization(s) who offer financial support, educational grants, or who is otherwise involved in the subject matter of this activity named above. [Please read the Conflicts of Interest and Disclosure Policy, complete the section below, sign, and return to the association’s offices]

Affiliation/Financial Interest	Name of Company/Organization
Honorarium	_____
Travel Expenses	_____
Grant/Research Support	_____
Consultant/Employee	_____
Speaker’s Bureau	_____
Advisory Board Member	_____
Other Financial or Material Support	_____

I have read the Disclosure Policy and agree to abide by it.

I have no such interest to disclose.

Signature

Date