

Subject: Conflict of Interest – Board of Directors, Committee Chairs, and Appointed Representatives

Effective Date: 7/13/2000

Reviewed by: Secretary

Approved by: APIC MN Board of Directors

Revision Dates: 2/11

POLICY

1. The Conflict of Interest Coordinator will be the Secretary of the Board of Directors.
2. APIC MN Directors, Committee Chairs, and Appointed Representatives have a commitment to APIC MN and may not, without permission of the Board, use their position for their own financial gain.
3. Directors, Committee Chairs, and Appointed Representatives must disclose any financial arrangements with a company or organization that would have a real or perceived conflict of interest with APIC MN.
4. Directors, Committee Chairs, and Appointed Representatives may not be a designated representative of two organizations that have a conflict of interest. APIC MN Board of Directors may not serve on the Board of another professional organization whose primary or secondary activity is related to the activities of APIC MN.
5. Any conflict of interest questions should be submitted to the Secretary. The Secretary will bring any issues requiring consideration before the Board.
6. The APIC MN Board of Directors will make final decisions regarding conflict of interest and any exceptions to the conflict of interest policies and procedures.

PURPOSE

To avoid being placed in a position of conflict of interest that could result in personal financial gain based on one's position within APIC MN and employment or involvement with an outside organization, business entity or investment.

PROCEDURE

1. Each Board of Director, Committee Chair, and Appointed Representative shall complete a written conflict of interest declaration at the beginning of each calendar year (see form).
2. In the event employment/employer changes during the year, the Director, Committee chair, or Appointed Representative will notify the Secretary and



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- complete a new declaration. The Secretary will notify the Board of the change in status at the next scheduled Board meeting.
3. The Secretary will maintain declarations on file until end of the calendar year.
 4. At the beginning of each Board meeting, each Board member in attendance shall briefly state his/her name, employer and review any conflict of interest verbally for the record.
 5. Members of the Board, Committee Chairs, and Appointed Representatives must abstain from voting on issues where potential conflict of interest might exist and disclose the reason for same to the Board.

ATTACHMENTS & RELATED FORMS

Conflict of Interest Declaration



Policy/Procedure

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CONFLICT OF INTEREST DECLARATION

Name: _____

Employer Name: _____

Employer Address: _____

Position: _____

Your current leadership position within APIC MN: _____

I have read and agree with my APIC MN Job description: Yes _____ No _____

Has your principal employer changed since your last declaration? Yes _____ No _____

Do you serve on other professional boards or hold an office or serve in a "leadership role" in another professional organization?

Yes _____ No _____

If "yes" please list:

Do you have any "official title or position" in any other health care related company either for profit or non-profit (other than with your current employer)?

Yes _____ No _____

If "yes" please list:

What material revenue sources ($\geq 10\%$ of your gross annual income) could impact your decision-making for APIC MN? (For the purposes of determining materiality, include estimated value of expenses paid for reimbursed, i.e., airfare, hotel, meals, spouse or family subsidies as well as direct payments) Also, if you are aware of any major investments or holdings in companies that may represent a conflict or influence your decision-making, disclose them here:

Date: _____ / _____ / _____

Signature _____