

Conflict of Interest Information for Board Members

In your capacity as a member of the Board of Directors (Board) of Arizona's Children Association (AzCA), you must act at all times in the best interests of AzCA. Annually, all Board members shall be provided with a copy of Schedule B of the Bylaws of Arizona's Children Association, Conflict of Interest Policy. Each board member is to confirm they have read, understand and agree to abide by the Conflict of Interest Policy by completing and signing the *Annual Conflict of Interest Acknowledgement and Disclosure* form. All completed forms shall be provided to and reviewed by the AzCA Executive Committee, as well as all other conflict information provided by Board members.

The following is to help inform you about what constitutes a conflict of interest; assist you in identifying and disclosing actual conflicts, potential conflicts and those situations that create the appearance of conflict; and help ensure the avoidance of conflicts of interest where necessary.

A Potential Conflict of Interest Exists:

- When you or a relative, close personal friend, business partner or client have a direct or indirect pecuniary or proprietary interest in the result of a decision to be made by the Board;
- When the result of a Board decision could benefit you or your client's financial or business interest;
- When you, a relative or client obtain a personal gain or advantage from the result of a Board decision;
- When an immediate family member (spouse, son, daughter, parent, brother, sister, or relative by marriage or living arrangement of comparable degree) is or becomes employed by AzCA.
- When you or any member of your family has a contract with any governmental agency that provides funding to an AzCA program, or when you or any member of your family contracts with AzCA.

If any of the previously listed conflicts or any other potential conflicts of interest exist, you are obligated to disclose the conflict of interest to the AzCA Board Chairperson by:

1. stating generally the nature of your interest;
2. announcing that you will not participate in the discussions on the matter and that you will not vote;
3. if asked to do so by the AzCA Board Chairperson, leave the room while the matter is being discussed; and,
4. provide written notification to the AzCA Board Chairperson;
5. complete or update the *Annual Conflict of Interest Acknowledgement and Disclosure* form as requested



Annual Conflict of Interest Acknowledgement & Disclosure

I have read and understood the Arizona’s Children Association (AzCA) Board of Directors (Board) Conflict of Interest Policy as outlined in Schedule B of the Bylaws of Arizona’s Children Association. I agree to comply fully with the terms and conditions of the Conflict of Interest policy at all times during my service as an AzCA Board member. If at any time following the submission of this form I become aware of any actual conflict, potential conflict, or situation that might create the appearance of a conflict, I will promptly notify the AzCA Board Chairperson in writing and update this form as requested.

I declare the following to be true and accurate to the best of my knowledge.

- I have no conflict of interest to declare.
- I have the following potential Conflict of Interest(s) to declare:

Organization/Business Name	City, State	Person Involved (You, spouse, relative, etc.)	Nature of Involvement (board member, business owner, etc)

By signing below, I affirm that I have read and understand the AzCA Board Conflict of Interest policy and that I agree to follow and adhere to the AzCA Board Conflict of Interest policy. This agreement is in place for 1 year from the date this form was signed.

Print Name: _____

Signature: _____

Date: _____