

## **CONFLICT of INTEREST POLICY**

### **APA Board of Directors**

In their capacity as leaders, the members of the Board of Directors of the Academic Pediatric Association (APA) must act at all times in the best interests of the APA. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the APA. In their capacity as Board members, they must subordinate personal, individual business, third party, and other interests to the welfare and best interests of the APA.
2. A conflict of interest is a transaction or relationship, which presents or may present a conflict between a Board member's obligations to the APA and the Board member's personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to the APA. However, full disclosure of all actual and potential conflicts and a determination by the disinterested Board (or APA Executive Committee) members – with the interested Board member recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interests shall be disclosed by Board members to the APA Executive Committee and the Executive Director through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the APA Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The APA Executive Committee shall inform the Board of such determination and action. The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the APA Executive Committee, as well as all other conflict information provided by Board members. The signed forms will be retained in the APA office for a period of 7 years.

Approved 11-08

**ACADEMIC PEDIATRIC ASSOCIATION  
CONFLICT OF INTEREST  
DISCLOSURE FORM**

**ACKNOWLEDGMENT AND DISCLOSURE FORM**

I have read the APA Board Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as an APA Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the APA President and Executive Director in writing.

**Disclosure of Actual or Potential Conflicts of Interest:**

---

---

---

---

---

---

---

---

**Board Member Printed Name:** \_\_\_\_\_

**Board Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_