



CMAA Central PA Conflict of Interest Policy and Disclosure Form

Volunteer Leaders of the CMAA Central PA Chapter have a fiduciary duty of loyalty, which includes an obligation to manage conflicts of interest properly.

A “conflict of interest” is defined generally as any status or relationship of a Volunteer that reasonably could be construed as affecting a Volunteer’s judgment or decision-making responsibility when acting in his or her capacity as a Volunteer. Conflicts of interest may arise, for example, when a proposed action of the Central PA Chapter Board may produce a tangible benefit or detriment to a Volunteer, either personally or through a third party with which the Volunteer has a substantive relationship, such as a family member, business associate, or employer. Conflicts can also occur when a Volunteer serves in a leadership capacity with another association that has an opposing or competing position or interest to, or is in an adverse relationship with, CMAA.

Volunteers shall disclose to the Central PA Chapter Board all conflicts of interest. Disclosures shall be made on a timely basis. For example, any substantive relationship with an agency, company, or entity that receives or will receive remuneration for performing services for CMAA should be disclosed at the time such relationship arises, and any personal or financial interest in the results of any decision of the Central PA Chapter Board should be disclosed in advance of the decision.

If at any time a Volunteer has, appears to have, or believes that he or she has any conflict of interest, or that he or she otherwise may be unable or may appear to be unable to maintain professional objectivity, or to not act in the best interests of the association on any issue because of a personal situation, employment, conflicting interest, or other reason, that Volunteer shall disclose such circumstance and recuse him/herself from any position, discussion, and vote on that issue.

If a Volunteer is unable to adhere to the policies, procedures, or standards of CMAA Central PA Chapter, he or she shall disclose this and jointly agree with the Chapter President on the appropriate actions.

Volunteers should feel free to discuss any possible conflict of interest with the Chapter President or with the entire Board if that individual so desires. Recusing oneself shall not prevent a Volunteer from participating in other activities or discussions where no conflict of interest exists.

As a Volunteer Leader of the CMAA Central PA Chapter, I recognize that the Association must provide bias-free governance to CMAA’s constituency, and that I owe a duty of loyalty to the Association. One aspect of fulfilling my duty is to avoid or disclose “other interests” according to CMAA Central PA Chapter Conflict of Interest Policy.

I am not aware of any matters that I am required to disclose pursuant to the CMAA Central PA Chapter Conflict of Interest Policy. This information is accurate and complete to the best of my knowledge and ability.

Signature

Date

Printed Name

Volunteer Position