

ASSOCIATION FORUM CONFLICT OF INTEREST POLICY

The Association Forum (the “Forum”) is dedicated to advancing the professional practice of association management. The integrity of the Forum, and the activities it undertakes, depends on the avoidance or proper management of conflicts of interest, or even the appearance of such conflicts, by the individuals involved in those activities.

At the same time, the Forum recognizes that its members have significant professional, business and personal interests and relationships. Therefore, the Forum has determined that the most appropriate manner in which to address actual, potential or apparent conflicts of interest is initially through liberal disclosure of any relationship or interest which might be construed as resulting in such a conflict. Disclosure under this Conflict of Interest Policy (“Policy”) should not be construed as creating a presumption of impropriety or as automatically precluding someone from participating in a Forum activity or decision-making process. Rather, it reflects the Forum’s recognition of the many factors that can influence one’s judgment and a desire to make as much information as possible available to other participants in Forum-related matters.

Any individual involved in a Forum activity or decision-making process has an obligation to disclose any conflicting or potentially conflicting personal, professional or business interest he or she may have, directly or indirectly, with the affected activity or decision. Potentially conflicting interests may relate to the Forum’s programs and services (*e.g.*, educational courses) or its operations (*e.g.*, contracts with third parties). In the event an officer, director or member of a Forum advisory group, working group or other committee (collectively, referred to herein as “committee members”) determines he or she has a conflict of interest on a particular matter, he or she shall disclose the conflict to the Forum’s Board of Directors or to the other committee members, as appropriate.

In addition, participants in Forum-related activities are obligated to disclose the positions they hold or relationships they have with other organizations or entities that may conflict, directly or indirectly, with their Forum activities. They also have an obligation to disclose any significant financial interest in, or other relationship with, an entity having a “commercial interest” in the activity. A commercial interest may exist not only where the entity’s products or services are under consideration by the Forum, but also where the entity’s products or services are in competition or potential competition with those under consideration. By the disclosure of such interests, other participants will have the opportunity to take potential biases into consideration. In addition, the Board of Directors (or, as applicable, committee members) will be in a better position to determine whether the participant may have an interest in conflict with the interests of the Forum.

To help assure full disclosure of any actual or potential conflicts of interest, all participants in Forum-related activities, including the Forum’s officers, directors and committee members, must comply with this Policy and annually sign and submit a disclosure form (a copy of which is attached hereto and which is made a part of this Policy) (i) acknowledging that he or she is aware of and has read the Policy; and (ii) disclosing the information described above. Participants in Forum-related activities have a continuing obligation to disclose actual or potential conflicts of interest and must do so orally as necessary. In addition, if, subsequent to providing their annual written disclosure, a Forum officer, director or committee member becomes aware of a relationship required to be so disclosed, that officer, director or committee member must promptly make the required disclosure and, in addition, must submit a revised disclosure form identifying the organization, business, group, entity, etc., and describing the nature of the relationship.

It is the responsibility of the disinterested members of the Board or, as applicable, committee members, to interpret and apply this Policy. And, inasmuch as the Policy is stated in general terms, the Board or its designee(s) should use their best judgment in doing so.

Conflict of Interest Disclosure Form

NAME: _____

I affirm that the following are all of my (including my immediate family and household¹) material business, financial and organizational interests and affiliations which are or could be construed to be reasonably related to the interests, activities and programs of the Forum:

1. Positions in the Forum

Please list all positions currently held or sought in the Forum (e.g., Board of committee member). In addition, please disclose any other current or proposed relationship with the Forum (e.g., service provider, paid consultant, etc.).

2. Organizational Interests and Positions

Please list any leadership roles or positions you hold or have held (e.g., board member, committee member, chair, president, advisor, contributor) in any organization, business or other entity that involves or may be perceived to compete with or be contrary to the interests of the Forum or that is in a related profession, industry or practice.

3. Business Interests and Positions

Please list any memberships on board, offices held, employment or consulting arrangements or other affiliations you currently hold or have held within the previous twelve (12) months (or reasonably expect to have within the next twelve (12) months) with any organization, business, group, agency or other entity that has done business with or potentially competes with the Forum, or that you reasonably believe may do business with or compete with the Forum.

¹ For purposes of this disclosure form, the term “immediate family or household” refers to an individual’s spouse, minor child, or other person with whom such individual directly shares income.

4. Material Ownership Interests

Please list any material ownership interests (including stock options but excluding indirect investments through mutual funds and the like) in any entity that has a commercial interest in any activity, contract or matter directly related to the activities of the Forum (just the fact of ownership must be reported, and not the actual amount of such holdings).

5. Actual, Potential or Apparent Conflicts

Please list any other activities, positions or interests you engage in or hold or anticipate engaging in or holding, which reasonably could be perceived to conflict with the interests of the Forum.

I have read, understand and agree to the terms of the Forum's Conflict of Interest Policy. To the best of my knowledge and belief, the information reported above is complete and accurate, and I am not aware of any other personal or professional position(s) or interest(s) or activities in which I am, or am about to be, engaged that reasonably may be anticipated to conflict with the interests of the Forum.

Signature: _____ Date: _____

Please forward a copy of this Disclosure Form to the Executive Office, at: executiveoffice@associationforum.org.

Please keep a copy for your records.