**Conflict of Interest**

Date Established: **February 2010**  
Amended: **February 2020**

Conflicts of interest sometimes occur in the course of conducting the association's affairs. Conflicts occur because persons serving in leadership positions with the association generally have multiple interests and affiliations and various positions of responsibility across different professional organizations (profit or nonprofit). (Collectively, this policy will refer to directors, officers, and key employees as “Covered Officials.”)

*Fiduciary duty*. Each Covered Official has a fiduciary duty to conduct himself or herself without conflict to the interests of HTA. When acting within his or her capacity as a Covered Official, he or she must subordinate personal, business, third-party, and other interests to the welfare and best interests of HTA.

*Conflict of interest defined*. A “conflict of interest” is any transaction or relationship which presents, or may present, a conflict between a Covered Official’s obligations to HTA and his or her personal, business, or other interests.

*Disclosure*. The Board of Directors recognizes that conflicts of interest are not uncommon, and that not all conflicts of interest are necessarily harmful to HTA. However, the Board requires full disclosure of all actual and potential conflicts of interest. Each Covered official shall disclose any and all facts that may be construed as a conflict of interest, both through an annual disclosure process and whenever such actual or potential conflict occurs.

*Process and remedy*. All potential conflicts by ACC Washington Chapter Board (“Board”) members shall be disclosed promptly and fully to the Board for review. Disclosures must be assessed for impact and final decision concerning the potential conflict shall be decided by Board vote. The individual disclosing a potential conflict shall abstain from participating in Board and ACC Washington Chapter (“Chapter”) committee deliberations, motions, discussions, voting, or from taking any direct action to influence the association with respect to the matter disclosed in the potential conflict.

*Annual disclosure process*. Annual Conflict of Interest Disclosure certifications will be completed by every Board member at the beginning of each fiscal year, disclosing any outside activities that could pose a conflict or attesting to not having any known conflicts of interest at that time. Certifications will be maintained on file by the HTA administrative office in accordance with Document Retention policies.**HTA BOARD OF DIRECTORS**

**Annual Statement of Disclosure**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name printed), have read the Conflict of Interest Policy of HTA.

I have read the HTA Conflict of Interest Policy set forth and agree to comply fully with its terms and conditions at all times during my service as a Board member. I have disclosed any actual or potential conflicts of interest existing as of the date below. 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 Board President in writing.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_