

## Region EMS & Trauma Care Council Conflict of Interest Policy

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**Section 1 General** The Board and Staff of the Region EMS & Trauma Care Council (referred to as the Council) shall administer the affairs of the Council honestly and economically and exercise their best care, skill, and judgment for the benefit of the Council. The Officers shall exercise the utmost good faith in all transactions relating to their duties for the Council. In their dealings with and on behalf of the Council, they are held to a strict rule of honest and fair dealings. They shall not use their position, or knowledge gained there from, so that a conflict might arise between the Council interest and that of the individual or an organization affiliated with the individual.

**Section 2 Disclosure of Potential Conflict** Any officer, Director, or Staff member of the Council shall have a duty to disclose any potential conflict of interest by virtue of business or charitable affiliation.

**Section 3 Conflict of Interest Defined** A conflict of interest, or potential conflict of interest, or appearance of conflict of interest, occurs when an officer, Director, or Staff member of the Council is in a position to exert influence, in dealings with or on behalf of the Council, which would give preference to any other business or charitable organization with whom the officer, Director, or Staff member is affiliated, by virtue of employment with, membership in, ownership of, appointment to or election to said business or charitable organization.

**Section 4 Waiver of Conflict** Whenever a conflict of interest arises, or the appearance of a conflict of interest, such director or officer with the conflict who is present at the meeting of the Board of Directors or of a committee of the Board, shall disclose in good faith the material facts as to such interest, or financial interest, or appearance of conflict of interest, and any action of the Council to approve activity in which a conflict of interest, or appearance of conflict of interest, exists, shall be approved by a majority of the disinterested directors.

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### ***Conflict of Interest – Board Member Affirmation and Disclosure Statement***

***My answers to this disclosure form are correctly stated to the best of my knowledge and belief. Should a possible conflict of interest arise in my responsibilities to the Council, I recognize that I have the obligation to notify, based on my position, the appropriate designated individual (Chair of the Council and/or Executive Director), and to abstain from any participation in the matter unless and until the Council can determine whether a conflict exists and how that conflict shall be resolved. If any relevant changes occur in my affiliations, duties, or financial circumstances, I recognize that I have a continuing obligation to file an amended "Conflict of Interest Disclosure Form" with the appropriate designated office.***

***I understand that the information on this form is solely for use by the Council and is considered confidential information. Release of this information within the Council will be on a need-to-know basis only. Release to external parties will be only when required by law and/or federal regulations.***

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***Signature***

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***Date***

**Please complete the following questions, and submit this form to the Council Chair.**

1. Are you or a member of your immediate family an officer, director, trustee, partner (general or limited), employee or regularly retained consultant of any company, firm or organization that presently has business dealings with the Council or which might reasonably be expected to have business dealings with the Council in the coming year?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the name of the company, firm, or organization, the position held, and the nature of the business which is currently being conducted with the Council or which may reasonably be expected to be conducted with the Council in the coming year:

2. Do you or does any member of your immediate family have a financial interest, direct or indirect, in a company, firm or organization which currently has business dealings with the Council or which may reasonably be expected to have such business dealings with the Council in the coming year?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the name of the company, firm or organization, the nature of the interest and the name of the person holding the interest, and the nature of the business which is currently being conducted with or which may reasonably be expected to be conducted with the Council in the coming year:

3. Do you or does any member of your immediate family have a financial or personal interest in an entity in which the Council has a financial or other vested interest?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide details below:

4. Have you or an immediate family member accepted gifts, gratuities, lodging, dining, or entertainment that might reasonably appear to influence your judgment or actions concerning the business of the Council? Yes

\_\_\_\_\_ No

If yes, please provide details below:

5. Do you have any other interest or role in a firm or organization, where that interest or relationship might reasonably be expected to create an impression or suspicion among the public having knowledge of your acts that you engaged in conduct in violation of your trust as a trustee, officer, or staff member?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide details below:

Please add additional pages as needed.

If any material changes to the responses provided on the annual disclosure form occur before the next form is due, the trustee, officer, or employee is required to update the information on this form in writing, and submit the update to the Council Chair.