

Washington School Nutrition Association Conflict Of Interest Policy

I. Policy

It shall be the policy of the Washington School Nutrition Association (WSNA), that no member, while serving the Association in a leadership capacity, either as an Officer, Executive Board Member, or Committee Chair will take personal advantage of his or her leadership role by allowing a situation to exist that may be construed as a conflict of interest situation.

II. Purpose

It has been the intent of the Washington School Nutrition Association, since its inception to carry on its activities in accordance with the highest ethical standards. Adoption of this Policy by the WSNA Executive Board is, therefore, a reaffirmation of WSNA's intent that all Board Members, Officers, and Committee Chairs holding elected or appointed leadership positions practice the highest ethical standards and give undivided loyalty to WSNA and its goals. Any activities which do not serve the best interest of WSNA or which favor the personal advantage of another person or corporation are inconsistent with the duties and responsibilities owed to WSNA

III. Practice/Procedure

1. All Board Members, Officers, and Committee Chairs shall scrupulously avoid any conflict between their respective individual interests and the interests of the WSNA, in any and all actions taken by them on behalf of WSNA in their respective capacities.
2. Conflicts of interest would include, but not be limited to, direct financial or close personal interests in a company or product which could be affected by a decision of a Board, Committee, or other Association governing body on which the Leader serves; acceptance of any gift, entertainment, services, loans, or promises of future benefits from any person or organization that might benefit because of the Leader's connection with WSNA (note: this does not apply to gifts and/or similar entertainment of nominal value); and compensation in the form of fees or salaries if such payment is affected directly or indirectly by the Leader's work with the Association (note: WSNA is not critical of such interests; it merely requests that Leaders disqualify themselves from direct service to the Association if they have such interests.)
3. Annually, at the fall meeting of the Executive Board and Committees, all Officers, Directors and Committee Chairs shall disclose any direct or indirect relationships with organizations, either for-profit or not-for-profit, that may, during their term of office, be involved with the Association in a formal capacity. Examples of such relationships may include, but not be limited to, employer-employee relationships, governance relationships, contractor-contractee relationships, etc.

4. All Leaders of the Association shall refrain from accepting, during their term of office, any form of compensation from WSNA or one of its units (Chapter, Committees, etc.) for any purpose whatsoever, including, but not limited to fees for course instruction; fees for consulting; salaries for work-for-hire; scholarships; and monetary or other awards (except in the case of awards specifically intended for active Leaders.)
5. In the event any Leader of WSNA may stand to derive a personal gain or benefit from a transaction with WSNA, or shall have any direct or indirect interest in or relationship with any individual or organization (i) which proposes to enter into any transaction with WSNA for the sale, purchase, lease or rental of property; or (ii) which proposes to render or employ services, personal or otherwise, to WSNA; or (iii) which may be seen as competing with the interests or concerns of WSNA; such Leader shall forthwith give the Executive Board of the WSNA notice of such interest or relationship and shall, therefore, refrain from voting or otherwise attempting to affect any decision for WSNA to participate or not to participate in such transaction and the manner of terms of such participation. Minutes of appropriate meetings should reflect that such disclosure was made, and that such Officer or Board Member abstained from voting and absented him or her self from the final review and vote on the matter.
6. Product endorsements shall not be made by Executive Board members nor shall an Officer or Board Member of WSNA appear in any advertisements or industry articles featuring endorsement of any product, company, service or industry-contributed articles featuring endorsement of any product, company service or industry during their term of office. Executive Board members should refrain from appearing in industry advertisements/ promotions and should never work in an exhibitor booth during any WSNA meeting.
7. Executive Board members should not serve on advisory boards that have publications, trade shows or other events that compete with WSNA for advertisers, exhibitors or sponsors. Industry that supports WSNA often requests Executive Board members to participate in advisory boards, focus groups, and/or to attend or speak at annual sales meetings, etc. Participation in these activities, however, is not considered a conflict of interest.

A copy of this policy shall appear in the orientation materials for newly elected Executive Board members and be shared with the Nominating Committee for distribution to all prospective candidates. An Executive Board member having questions about a potential conflict of interest should confer with the Executive Committee.

This Policy shall be reviewed periodically for the information and guidance of all individuals who serve the Association in a leadership capacity. The Industry member, sitting on the WSNA Board of Directors, is exempt from these guidelines, but as a Board of Directors member shall not use the Board of Directors position for personal gain.

POTENTIAL CONFLICTS OF INTEREST
Washington School Nutrition Association

EXECUTIVE BOARD MEMBER STATEMENT REGARDING
CONFIDENTIALITY, COMPETITION AND DISCLOSURE

I have been elected to serve on the Executive Board of the Washington School Nutrition Association (WSNA).

I understand that my sources of income and financial interests and/or my business dealings with WSNA may create a conflict of interest or apparent conflict of interest.

I understand that as an Executive Board member that I cannot endorse a product(s) of one of our industry partners nor shall I appear in any advertisements or industry articles featuring endorsement of any product, company, service or industry-contributed articles featuring endorsement of any product, company service or industry during my term of office. As an Officer or Board Member of WSNA, I shall refrain from appearing in industry advertisements/ promotions and never work in an exhibitor booth during any WSNA meeting.

I agree not to serve on advisory boards that have publications, trade shows or other events that compete with WSNA for advertisers, exhibitors or sponsors.

I agree to disclose any significant source of income or other financial interest I or an immediate family member has which may be directly or indirectly affected by a decision of WSNA and/or its Executive Board, and/or any significant interest I or an immediate family member has in an organization which WSNA is dealing or with which it is considering conducting business, either at the time of my appointment (or when this policy is implemented) or when that information is relevant to matters under consideration by the Executive Board on which I serve.

I agree that if my income or other financial interest may be directly or indirectly affected by an action or decision of WSNA or its Executive Board, or my interest involves an organization with which WSNA is dealing or considering dealing, I will not vote on the transaction under consideration and will excuse myself from the meeting while the matter is under consideration unless the remaining Executive Board members request that I participate in the discussion.

I understand that it is my responsibility to update this information if there are changes in the sources of my income, my other financial interests, organizations with which WSNA is considering business, and/or the impact of WSNA's actions may have on these interests.

I understand that if I have questions regarding a potential conflict of interest that I should confer with the Executive Board's Ad Hoc Ethics Committee that is appointed annually.

I further understand that the information that I provide in this statement may be provided to other members of the Executive Board and/or officers of WSNA

I further understand that in the course of my duties on the Executive Board, I will have access to confidential information about WSNA's operations. I agree that during and after my service on the Board, I will not disclose any such information to any person or entity, other than the officers, agents and employees of WSNA, except as the WSNA specifically authorizes or directs me in writing. I will observe any requirements or procedures that WSNA may require for the protection of the confidentiality of such information. I understand that any questions as to what information is confidential will be referred to, and resolved by, the President of the Association.

Date

Signature