**Conflict of Interest & Duty to Disclose**

 **(revised Oct 2019)**

The NCDA Leadership Team (LT), including Board Members, Committee Chairs, Council/Commission Chairs and members, and Headquarters Staff, must avoid a conflict of interest with respect to their fiduciary responsibility and their role as a leader of the association. Every effort should be made by Leadership Team (LT) members to avoid engaging in activities that may result in an appearance of unfair advantage or favoritism. Full transparency surrounding these issues is paramount. Examples of activities that may give the appearance of favoritism include, but are not limited to:

* Being offered an honorarium to speak to an organization as a representative of the NCDA while serving on the LT;
* Contracting to write an NCDA monograph and receiving royalties from that contract while on the LT;
* Using insider knowledge of conference and institute dates to schedule FCD trainings (and other trainings for credentialing) that bump against those conferences and institutes;
* Receiving an honorarium or expenses paid for offering a PDI that bumps against those conferences and institutes; or
* Applying to NCDA Requests for Proposals while serving in a leadership role
* Being a part of the Speakers Bureau

New Leadership Team (LT) members will be informed of their duty to disclose and will fill out a document outlining any standing issues as they move into a leadership position. This document will include a section wherein the LT member agrees to this policy. As other issues arise, immediate full disclosure to NCDA President and NCDA Executive Director is expected.

If anyone has reasonable cause to believe that a member of the Leadership Team (LT) has failed to disclose actual or possible conflicts of interest, the member of interest should be approached directly and privately first and given the opportunity to address the concern. If, after hearing the response, the concern about a failure to report an actual or possible conflict of interest still exists, the concern should be shared with the President. The President shall bring the concern to the Board. If a LT member is found in violation of an undisclosed conflict of interest after signing this agreement, the LT member may be dismissed from his/her leadership role by the Board after consultation with the LT and the Ethics Committee.

For full transparency, the minutes of the NCDA board must contain the names of the individuals who disclosed or were otherwise found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board’s decision as to whether a conflict of interest in fact existed. In addition, the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith will also be included in the minutes.

Individuals with potential conflicts of interest must recuse themselves from related discussions, including the board discussions related to possible resolutions. The remaining board will decide if a conflict of interest exists and make recommendations. Possible resolutions may include, but are not limited to;

* A decision of no recommendation (i.e., the conflict of interest is deemed to have minimal potential impact or may have a positive impact on NCDA),
* Recusal from related discussion, debate or decision making,
* Cessation of the issue causing the conflict of interest of appearance thereof, or
* In rare cases, removal from the leadership position.

**Potential Conflict of Interest/Disclosure of Other Interests**

As a volunteer leader of the National Career Development Association (NCDA), I recognize that NCDA must provide bias-free governance to NCDA’s constituency, and that I owe a duty of loyalty to NCDA. One aspect of fulfilling my duty is to avoid or disclose “other interests” according to the NCDA’s policy and procedures on conflicts of interest. I am therefore disclosing the following “other interests” as defined by the NCDA. I will provide further information if requested and will cooperate with any review and evaluation on behalf of the NCDA. I also affirm that I will disclose any and all potential conflicts or advantages or appearance thereof throughout my tenure with NCDA leadership and adhere to the NCDA Code of Ethics.

1. Any ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that competes with the NCDA:
2. An ownership, employment, or volunteer or agency interest or involvement in a commercial entity or nonprofit organization that is, or seeks to be, a vendor of products or services to the NCDA:
3. Any position as spokesperson, consultant, employee, or agent for another commercial or nonprofit organization that advances opposing or adverse public policy positions from those of the NCDA:
4. Any known opportunities (e.g., being offered an honorarium to speak on behalf of NCDA, contracting to create a NCDA resource or webinar that might result in personal profit, providing NCDA PDIs and being offered an honorarium or expenses paid, etc.) that might be potential conflict of interest or unfair advantage or perceived by the membership as such:

This information is accurate and complete to the best of my knowledge and ability.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Association Position