

MARYLAND STATE FIREFIGHTERS ASSOCIATION

-a 501(c)(3) organization

Representing the Volunteer Fire, Rescue and Emergency Medical Services Personnel

www.msfa.org



MARYLAND STATE FIREFIGHTERS ASSOCIATION Conflict of Interest Policy and Disclosure Form

In their capacity as officers and members of the Executive Committee (the “Officers and Directors”) of the Maryland State Firefighters Association (“MSFA”), the Officers and Directors must act at all times in the best interests of the MSFA. The purpose of this policy is to help inform the Officers and Directors about what constitutes a conflict of interest, assist the Officers and Directors in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members and/or officers as described below.

CONFLICT OF INTEREST POLICY

1. The Officers and Directors have a fiduciary duty to conduct themselves without conflict to the interests of the MSFA. In their capacity as Officers and Directors, they must subordinate personal, individual business, third-party and other interests to the welfare and best interests of the MSFA.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between the obligations of Officers and Directors to the MSFA and the personal, business or other interests of the Officers and Directors.
3. All conflicts of interest are not necessarily prohibited or harmful to the MSFA. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members – with the interested Officer(s) and/or Director(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interests shall be disclosed by Officers and Directors to the MSFA Board through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the MSFA Board shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Board shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all Officers and Directors shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the MSFA Board and Attorney (if any), as well as all other conflict information provided by Officers and Directors.

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ACKNOWLEDGMENT AND DISCLOSURE FORM

I have read the MSFA Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a MSFA Officer and/or Director. 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 MSFA President (or, in the absence of the President, the First Vice President) and Attorney, if any, in writing.

Disclosure of Actual or Potential Conflicts of Interest (for Annual Reporting purposes, if there are none please write "None" and complete and return the form):

Signature:

Printed Name:

Date:
