



Making the right food choices, together.

Maryland School Nutrition Association Conflict Of Interest Policy

I. Policy

It shall be the policy of the Maryland School Nutrition Association (MSNA) that no member, while serving the Association in a leadership capacity, either as an Officer, Committee Chair, Committee Member or in another type of leadership capacity, 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 Maryland School Nutrition Association, since its inception, to carry on its activities in accordance with the highest ethical standards. Adoption of this Policy by the MSNA Executive Board is, therefore, a reaffirmation of MSNA's intent that all Officers, Committee Chairs, Committee Members and other members holding elected or appointed leadership positions practice the highest ethical standards and give undivided loyalty to MSNA and its goals. Any activities which do not serve the best interest of MSNA or which favor the personal advantage of another person or corporation are inconsistent with the duties and responsibilities owed to MSNA.

II. Practice/Procedure

It is therefore resolved that:

1. All Officers, Committee Chairs, Committee Members and members holding other leadership positions within the Association (Leaders), shall scrupulously avoid any conflict between their respective individual interests and the interests of the School Nutrition Association, in any and all actions taken by them on behalf of MSNA 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 the Executive 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 MSNA (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: MSNA 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, Committee Chairs and Members 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 MSNA 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 MSNA may stand to derive a personal gain or benefit from a transaction with MSNA, 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 MSNA for the sale, purchase, lease or rental of property; or (ii) which proposes to render or employ services, personal or otherwise, to MSNA; or (iii) which may be seen as competing with the interests or concerns of MSNA; such Leader shall forthwith give the Executive Board of the Maryland School Nutrition Association notice of such interest or relationship and shall, therefore, refrain from voting or otherwise attempting to affect any decision for MSNA 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 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 Director of MSNA 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 MSNA meeting.
7. Executive Board members should not serve on advisory boards that have publications, trade shows or other events that compete with MSNA for advertisers, exhibitors or sponsors. Industry that supports MSNA 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.
8. Members of the Executive Team may not serve on any industry, publication or other advisory board during their tenure in office.

A copy of this policy shall appear in the orientation materials for newly elected 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 Board. The current policy shall be included in MSNA's Policy and Procedures Manuals.

This Policy shall be reviewed periodically for the information and guidance of all individuals who serve the Association in a leadership capacity.

Approved: May 19, 2010
EXECUTIVE BOARD
MARYLAND SCHOOL NUTRITION ASSOCIATION