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CONFLICT OF INTEREST

All directors, committee members, support group leaders and employees must sign, each year, a declaration (attached) disclosing any relationship which may present a potential conflict and indicate that he/she has read the **Conflict of Interest Policy**.

It is very important that you read the policy and declaration noting any possible conflicts.

The Finance Committee will be responsible for the evaluation of potential conflict of interest situations and for making recommendations to the Board of Directors regarding their disposition.

Please review these materials as soon as possible, sign the declaration noting any possible conflicts and return it to the Director of Finance.

Thank you for your cooperation in this matter.



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POLICY ON CONFLICT OF INTEREST

The policy that follows was approved by the Board of Directors at its meeting on September 1, 1995.

WHEREAS, the diverse interests and background of Directors, Committee Members (“Members”), support Group Leaders (“Leaders”), and employees of the Alzheimer’s Association, Long Island Chapter (“Chapter”), could result in situations where their giving of service involves a dual interest which might be interpreted as a conflict of interest; and the service of such Directors, Members, Leaders and employees should not be rendered impossible solely by reason thereof; and since duality of interest or possible conflict of interest on the part of such Directors, Members, Leaders, and employees can most properly be controlled by full disclosure of any such interest and by the abstention from voting on any matter where possible conflict of interest is or might be thought to be involved and by showing that any monetary consideration is fair and reasonable where such consideration is involved.

BE IT RESOLVED that the following policy concerning possible duality of interest or conflict of interest on the part of Directors, Members, Leaders and employees is hereby adopted:

1. All Directors, Members, Leaders and employees of the Chapter shall avoid any conflict between their own respective individual interest and the interests of the Chapter in any and all actions taken by them on behalf of the Chapter in their respective capacities. In addition, all Directors, etc. shall avoid any conflict between the interests of the Chapter and the interests of any other organization on Long Island which is or may also be involved in raising funds to aid in the fight against Alzheimer’s disease;
2. Situations where Directors, Members or Leaders derive financial benefits from Board or Committee service should be avoided. However, in the event any Directors, Members or Leaders of the Chapter should have any direct or indirect interest in or relationship with an individual or organization which proposes to enter into any transaction with the Chapter for the sale, purchase or lease or rental of property or to render or employ services, personal or otherwise, or receive pecuniary consideration from the Chapter in the form of a fee or a grant, such Directors, Members or Leaders shall forthwith give the Board of Directors of the Chapter notice, with full factual disclosure, of such interest of relationship and shall thereafter absent themselves during both explicit review of the matter by the Board of Directors and its voting on the matter and refrain from otherwise attempting to affect its decision to participate or not to participate in such transactions. Minutes of appropriate meetings should reflect that such disclosure was made, that such Directors, Members or Leaders abstained from voting and were not counted for the purpose of determining a quorum and that the terms of the transaction were determined to be fair and reasonable to the Chapter. Where appropriate, competitive costs and pricing should be introduced to establish that a transaction or fee for services rendered is fair and reasonable;



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3. The foregoing requirements, however, should not be construed to prevent interested Directors, Members or Leaders from briefly stating their positions in a matter nor from answering pertinent questions of other Directors by reason of the fact that personal knowledge on the matter may be of assistance to the other Directors in reaching their decision;
4. A portion of the Chapter activities involved the awarding of grants or stipends to institutions with which a Director, Member or Leader may be affiliated and from which grant or stipend the Director, Member or Leader receives no direct monetary consideration. Because of the independence of the Chapter peer review process and the high ethical and professional standards to which that process is required to adhere, the foregoing requirements set forth in paragraphs 2 and 3 of this policy, where otherwise applicable, will not apply to potential non-financial conflicts of interest created when a grantee institution receives an independently peer reviewed grant or stipend. Affiliated Directors, Members or Leaders will be required to disclose the nature of their relationships with the grantee institution and the independent peer review process itself must have been approved by the Board of Directors. Although voting on the matter will continue to be inappropriate, they will not be required to actually absent themselves during block voting on grants previously approved by the independent peer review process;
5. A copy of this statement shall be furnished to each Director, Member, Leader or employee who is presently serving the Chapter or who may hereafter become associated with the Chapter. Each Director, Member, Leader and employee shall annually execute a declaration disclosing any relationships which may present a potential conflict and indicating that he or she has read this conflict of interest policy statement;
6. The Finance Committee will be responsible for evaluation of potential conflict of interest situations and for making recommendations to the Board of Directors regarding their disposition.

BE IT FURTHER RESOLVED that this policy be reviewed periodically for the information and guidance of Directors, Members, Leaders and employees and that any new Director, Member, Leader and employee be advised of the policy upon undertaking the duties of such office.



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CONFIDENTIAL

CONFLICT OF INTEREST DECLARATION

For Chapter Board Members, Committee Members, Employees and Volunteers

NAME:

1. Are you, or any of your immediate family, employed by, or affiliated with, any vendor, supplier or service provided to the Alzheimer's Association, Long Island Chapter? If so, please list the names of those businesses.
2. Are you, or any of your immediate family, or any firm by which you are employed or affiliated with, compensated for services provided to the Alzheimer's Association, Long Island, Chapter, (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.
3. Are you, any of your immediate family, or any institution by which you are employed or affiliated with, applying for or receiving grant funding from the Alzheimer's Association, Long Island Chapter? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.



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4. Are you, or any of your immediate family, the investigator for, or recipient of, any grant awarded by the Alzheimer's Association, Long Island Chapter? If so, please describe below the nature, amount and term of the grant(s).

5. Do you receive monetary compensation for providing any editorial or advisory services to the Alzheimer's Association, Long Island Chapter, or its publications? If so, please explain the nature and annual amount of compensation.

6. Are you employed or otherwise serving in any capacity for any other organization on Long Island which raises funds to aid in the fight against Alzheimer's disease?

7. Are you familiar with the Policy on Conflict of Interest of the Alzheimer's Association, Long Island Chapter, including your responsibility to abstain from voting on any committee or Board resolution which would create a potential conflict of interest for you and the Chapter?

I have reviewed the Policy on Conflict of Interest of the Alzheimer's Association, Long Island Chapter, and agree to abide by the terms of that policy.

Dated: _____