



**Austin Chapter  
Board Policy**  
*Adopted June 3, 2010*

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**Conflict of Interest – Statement of Disclosure**

The Austin Chapter board of directors has adopted a standard statement of disclosure that officials and staff are asked to file each year. This statement of disclosure does not prohibit potential conflicts of interest arising from various positions within IFMA, the Austin Chapter and the facility management community. Instead, it simply requires that potential conflicts be disclosed and that on those occasions when the conflict could affect individuals' judgment in carrying out the duties of their elected or appointed positions, they refrain from participating in the discussion or vote.

The following statement is required of all elected officials, board members, appointed committee members/taskforce members and staff of the Austin Chapter. This statement is to be completed and signed, and returned to the executive assistant to the Austin Chapter Secretary and IFMA Headquarters, within 30 days of taking one of the positions listed herein. If you answer "YES" to any question, please explain as fully as possible.

**While serving as an elected official, board member, committee member, taskforce member or employee of IFMA:**

- |  | <b>YES</b> | <b>NO</b> |
|--|------------|-----------|
| 1. Do you hold any position or office, which might conflict with the interests of the association or which might impair your independence of judgment in the exercise of your duties?                                    | _____      | _____     |
| 2. Do you serve as a member of the board of directors (local, national, international) of any of the association's member companies or related organizations (i.e., SAME, BOMA, ASID, AIA, CoreNet Global, OSCRE, etc.)? | _____      | _____     |



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|  | YES   | NO    |
|--|-------|-------|
| 3. Do you receive, directly or indirectly, any commission or compensation from the business transactions of any entity which competes or has business relationships with IFMA headquarters or the Austin Chapter?  | _____ | _____ |
| 4. Are you an officer or employee of a proprietorship, partnership or company which provides services to IFMA Headquarters or the Austin Chapter?  | _____ | _____ |
| 5. In the past year, have you been offered or received as a gift, any product, service or entertainment, valued at or exceeding \$100, or any other personal favor from a current or potential member, service provider or customer, or any other person who has business dealings with IFMA Headquarters or the Austin Chapter? | _____ | _____ |
| 6. Do you have any personal interest or investment, which conflicts with the interests of the Association and which could impair your independence of judgment in the exercise of your Association duties?   | _____ | _____ |
| 7. Have you used your Association title, position or office in any activity which lends the appearance of endorsement to an outside organization, product, service or cause?   | _____ | _____ |
| 8. Does your spouse or any other member of your household receive income from supplying goods or services to IFMA Headquarters, the Austin Chapter or members?   | _____ | _____ |
| 9. Is there any other potential conflict of interest that should be on record before discussion, decisions or votes on related issues commence?  | _____ | _____ |

If you answered "YES" to any question, please explain below, identifying business entities, positions held, etc., as appropriate.



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I hereby certify that, to the best of my knowledge, this is a full and complete disclosure of any conflict or potential conflict of interest I may have relating to my elected, appointed, or employment position at the International Facility Management Association.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Effective for the period of: \_\_\_\_\_ to \_\_\_\_\_.