AHNA
Committee Appointment Application Form

All Committee Applicants must complete and submit this form, Conflict of Interest Affirmation of Compliance, Appendix A, and a Resume (optional) to complete the application process.

Personal Information:
Nominee’s Name (Last, First, Middle Initial):
Nominee’s Credentials (e.g. RN, BSN):
Home Address:
Home Phone: Cell Phone:
Email # 1:
Email # 2:

Employer Information:
Employer:
Title/Position:
Business Address:
Business Phone: Business Fax:
Business Email:

Committee you are applying for:
☐ Practice Committee
☐ Research Committee
☐ Bylaws Committee (no vacancies in 2018/2019)
☐ HEALTH Advocacy Committee
☐ Education Committee (Note: Minimum of a BSN is required to serve on these committees)
☐ Education Approver Committee (EAC) ☐ Education Provider Committee (EPC)
☐ Endorsed Program Review Committee

Biographical Information:
Have you been to an AHNA Annual Conference in the last 4 Years? ☐ Yes ☐ No
Have you previously been on an AHNA Committee before? ☐ Yes ☐ No
If Yes, What AHNA Committee(s) have you been on:

Provide a Summary of your Professional Expertise and experience, including any previous committee or Task Force Experience:
Provide an Educational Bio:

By submitting this application to serve, if appointed, I understand that I’m committing to participate on the appointed committee(s) for a minimum of two (2) years in an active and engaged fashion including, but not limited to participating in regular conference calls. Initial here:

Complete Forms and Return by e-mail membership@ahna.org , FAX (785) 234-1713 or by Mail 2900 SW Plass Ct., Topeka, Kansas 66611-1980 on or before May 15th
American Holistic Nursing Association

CONFLICT OF INTEREST POLICY

I. Application of Policy

This policy applies to Committee members and staff with significant decision-making authority. Persons covered under this policy, as well as their relatives and associates, are hereinafter referred to as "interested parties."

II. Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of AHNA. There are a variety of situations that raise conflict of interest concerns including, but not limited to, the following:

A. Financial Interests - A conflict may exist where an interested party directly or indirectly benefits or profits as a result of a decision, policy or transaction made by AHNA. Examples include situations where:

- AHNA contracts to purchase or lease goods, services, or properties from an interested party.
- AHNA offers employment or compensation to an interested party or an entity with which the interested party has a direct or indirect financial interest, other than a person who is already employed by AHNA.
- An interested party is provided with a gift, gratuity, or favor of a substantial nature from a person or entity that does business or seeks to do business with AHNA.
- An interested party is gratuitously provided use of the facilities, property, or services of AHNA.
- AHNA adopts a policy that financially benefits an interested party.

A financial interest is not necessarily a conflict of interest. A financial conflict of interest exists only when the Board of Directors decides a person with a financial interest has a conflict of interest.

B. Other Interests - A conflict also may exist where an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with AHNA. Examples include where:

- An interested party seeks to obtain preferential treatment by AHNA or recognition for himself/herself or another interested party.
- An interested party seeks to make use of confidential information obtained from AHNA for his/her own benefit (not necessarily financial) or for the benefit of another interested party.
- An interested party seeks to take advantage of an opportunity or enables another interested person or other organization to take advantage of an opportunity that he/she has reason to believe would be of interest to AHNA.
- AHNA adopts a policy that provides a significant nonfinancial benefit to an interested party.

A conflict of interest exists only when the Board of Directors decides there is a conflict.
III. Disclosure of Potential Conflicts of Interest

An interested party is under a continuing obligation to disclose any potential conflict of interest as soon as it is known or reasonably should be known.

An interested party shall complete Appendix A to fully and completely disclose the material facts about any potential conflicts of interest. The disclosure statement and Affirmation of Compliance shall be submitted upon his/her association with AHNA, and shall be reviewed annually thereafter. An additional disclosure statement shall be filed whenever a potential conflict arises.

Disclosure statements will be submitted as follows. For committee members, the disclosure statements shall be provided to the Executive Director of AHNA. In the case of staff with significant decision-making authority, the disclosure statements shall be provided to the Executive Director of AHNA. In the case of the Executive Director, the disclosure statement shall be provided to the Chair of the Board of Directors.

In all cases, the recipient is the designated reviewing official responsible for bringing potential conflicts to the attention of the appropriate authorities. The Executive Director shall file copies of all disclosure statements with the official corporate records of AHNA.

IV. Procedures for Review of Potential Conflicts

Whenever there is reason to believe that a potential conflict of interest exists between AHNA and a Board of Directors member, committee member, the Executive Director or other interested party, the Board of Directors shall determine the appropriate response. This shall include, but not necessarily be limited to, invoking the procedures described below with respect to a specific proposed action, policy or transaction. The designated reviewing official has a responsibility to bring a potential conflict of interest to the attention of the Board of Directors promptly for action at the next regular meeting of the Board of Directors or during a special meeting called specifically to review the potential conflict of interest.

Where the potential conflict involves an employee of AHNA other than the Executive Director, the Executive Director shall be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of AHNA. The Executive Director shall report to the Chair the results of any review and the action taken. The Chair shall determine whether any further Board of Directors review or action is required.

V. Procedures for Addressing Conflicts of Interest

Where a potential conflict exists between the interests of AHNA and an interested party with respect to a specific proposed action, policy or transaction, the Board of Directors shall consider the matter during a meeting of the Board of Directors. AHNA shall refrain from acting until such time as the proposed action, policy or transaction has been approved by the disinterested members of the Board of Directors. The following procedures shall apply:

An interested party who has a potential conflict of interest with respect to a proposed action, policy or transaction of the corporation shall not participate in any way in, or be present during, the deliberations and decision-making vote of AHNA with respect to such action, policy or transaction. However, the interested party shall have an opportunity to provide factual information about the proposed conflict and/or action, policy or transaction. Also, the Board of Directors may request that the interested party be available to answer questions.
• The disinterested members of the Board of Directors may approve the proposed action, policy or transaction upon finding that it is in the best interests of AHNA. The Board of Directors shall consider whether the terms of the proposed action, transaction or policy are fair and reasonable to AHNA and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.

• Approval by the disinterested members of the Board of Directors shall be by vote of a majority in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, or for purposes of determining what constitutes a majority vote in attendance.

• The minutes of the meeting shall reflect that the conflict disclosure was made to the Board of Directors, the vote taken and, where applicable, the abstention from voting and participation by the interested party. Whenever possible, the minutes should frame the decision of the Board of Directors in such a way that it provides guidance for consideration of future conflict of interest situations.

VI. Documentation

The minutes of the governing Board of Directors and all committees with Board of Directors delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were 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 governing Board of Directors’ or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussion 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 with the proceedings.

VII. Violations of Conflict of Interest Policy

If the Board of Directors has reason to believe that an interested party has failed to disclose a potential conflict of interest, it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose.

If the Board of Directors decides that the interested party has in fact failed to disclose a possible conflict of interest, the Board of Directors shall take such disciplinary and corrective action as the Board of Directors shall determine.
American Holistic Nursing Association

Conflict of Interest

Affirmation of Compliance

I have received and carefully read the Conflict of Interest Policy for committee members and staff with significant decision making authority of AHNA and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that AHNA is a nonprofit organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes without personal inurement (other than by salary) by committee members, Board Members, or staff.

Except as otherwise indicated in the attachment below, I hereby state that I do not have any conflict of interest, financial or otherwise that may be seen as competing with the interests of AHNA, nor does any relative or associate have such a potential conflict of interest. Nor shall I, any relative or associate benefit from any action, policy or transaction made by AHNA in a manner that has not been previously disclosed.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose in writing the circumstances to the Executive Director, as applicable.

I further certify that the information set forth in Appendix A is true and correct to the best of my knowledge, information and belief.

Name:

Signature: Date:
Appendix A

American Holistic Nurses Association

In addition to my service for AHNA, at this time I am a Board member or an employee of the following organizations:

1. 
2. 
3. 
4. 
5. 

I also have not been:

1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with AHNA which has resulted or could result in personal benefit to me.
2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with AHNA.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with AHNA.

Signature:

Date: