

## **AMCB Conflict of Interest Policy**

Board of Directors (the “Board”), Committee members, staff, and vendors of the American Midwifery Certification Board (“AMCB”) must act at all times in the best interests of AMCB. The purpose of this policy is to help inform the Board/Committees/staff about what constitutes a conflict of interest, assist them 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 individuals as described below:

1. Board/committee/staff members have a fiduciary duty to conduct themselves without conflict to the interests of AMCB. In their capacity, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of AMCB.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between an individual’s obligations to AMCB and the individual’s personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to AMCB. It is possible to have a conflict of task or discussion without having a general conflict. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board or Committee members – with the interested individual(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 Board/Committee, staff members, or vendors to the AMCB Board Chair, Committee Chair, or CEO through the disclosure form at each meeting and/or whenever a conflict arises. The disinterested members of the AMCB Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The AMCB Executive Committee shall inform the Board/Committee Chair/CEO of such determination and action. The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. At each meeting, all Board/Committee members, staff, and vendors in attendance 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 AMCB Executive Committee, as well as all other conflict information provided.

**ACKNOWLEDGMENT AND DISCLOSURE FORM**

I have read the AMCB Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as an AMCB Board/Committee/staff member or vendor. 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 AMCB President and CEO in writing.

**Disclosure of Actual or Potential Conflicts of Interest:**

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**Signature:**

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**Printed Name:**

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**Date:**

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