



OASFAA Executive Council Conflict of Interest Disclosure Agreement

In our capacity as the governing body of the association, council and committee members must at all times avoid conflicts of interest with respect to our association fiduciary responsibility.

The purpose of the conflict of interest policy is to protect this tax-exempt organization’s interest (Oregon Association of Student Financial Aid Administrators - OASFAA) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of OASFAA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Therefore:

1. Executive Council and committee members shall disclose their involvement with other organizations, business, corporate partners, or any other associations that currently do business or may do business with OASFAA. Examples of disclosable relationships would include:
 - a. Positions on another higher education or financial-aid related advisory/governing boards, committees, work groups or task force.
 - b. Related to or owner of a company the association is looking to work with.
 - c. Affiliated/founder/owner of an organization seeking OASFAA’s services or partnership.
2. Information exclusive to OASFAA shall not be used by the executive council or committee members for personal gain or the gain of a family member or associate, or any other party or organization.
3. Executive council and committee members shall immediately disclose to the Executive Council any and all impending conflict of interest. Members shall recuse themselves, or the EC shall ask them to recuse themselves, without comment from both the deliberation and final decision-making in cases where conflict is present.
4. There will be no self-dealing or any conduct of private business or personal services between any executive member and OASFAA.

If you know of any real or perceived conflict of interest, or possibility of conflict, with respect to your OASFAA legal or fiduciary responsibilities, please explain here:

By signing this document, I acknowledge that I understand and accept my obligations and responsibilities regarding any real or perceived conflict of interest in relation to my duty as a member of the OASFAA Executive Council or OASFAA Committee. I understand that any failure to disclose or intentional misleading could result in removal from my OASFAA executive council or committee position and even loss of membership within the Association.

Print Full Name	Signature	Date