



Illinois Library Association

ILA Conflict of Interest Policy

Individuals holding key positions of authority in the Association—including, but not necessarily limited to, members of the Executive Board, other elected officials, committee and task force chairpersons or co-chairpersons, all members of the Conference Committee, and forum managers or co-managers—must not use these positions for their own direct or indirect personal gain or to unduly benefit a particular library, business, or other organization with which they are associated. All such individuals who become aware of an actual or potential conflict of interest with respect to any matter they are to consider by virtue of their position of authority in the Association shall immediately disclose this conflict and shall neither vote on the matter nor attempt to influence the votes of others. Such points shall be recorded in the minutes of any meeting during which they arise.

All individuals elected or appointed to, or already holding, any of the key positions enumerated above shall be required annually to complete, sign, and submit an Agreement Covering Disclosure of Potential Conflicts of Interest in order to assume or remain in these positions.

ILA Agreement Covering Disclosure of Potential Conflicts of Interest

I have reviewed, understand, and agree to observe ILA’s Conflict of Interest Policy. In accordance with this policy, I agree to disclose any relationships or potential relationships that could be construed as posing a conflict of interest relating to my service to the Association. Both paid and unpaid affiliations will be disclosed.

SOURCES OF POTENTIAL CONFLICT:

I agree to bring these interests, as well as other interests which might arise or of which I might subsequently become aware, to the attention of the Executive Board and/or the appropriate committee, task force, or forum when any such interest is germane to a topic under discussion. In addition to disclosing this potential conflict of interest, I shall neither vote on any matter related to this topic nor attempt to influence the votes of others.

I further agree that I will update this statement whenever necessary during my term of service, and I further understand that this statement shall be considered public information within the Association.

Name [printed]

Position of Authority within Association

Signature

Date