



### Disclosure of Interest

As a member of the VSA or as a staff member, I understand that I must indicate in writing all affiliations with other organizations which do business with the VSA, for example, sales to or purchases from the VSA of goods and/or services, particularly if these affiliations could provide a personal or perceived benefit to myself or those associated with me.

In addition, I must declare any matter or relationship that is or may be reasonably perceived to be a conflict of interest with my responsibilities as a Director, as staff, or volunteer of the VSA.

In the case of members of the Board of Directors and the staff, and participants on Standing Committees of the Board, disclosure shall be recorded on this form and summarized in the Minutes of the Board of Directors meeting and/or in the Minutes of applicable committees of the Association. All conflicts that are reported and recorded will be communicated to the Board of Directors through the publication of these Minutes.

Should a new matter or relationship arise during a term of volunteer, a Director or during the employment of a staff member or if the status of a Director, committee or staff member changes during the period of their service to the VSA, that individual is required to immediately file notice of the new matter, relationship or change in status as follows:

1. **Director and staff member** – immediately at the time of the new matter, relationship or change of status via a new Conflict of Interest Disclosure Statement, and;
2. **Committee member or volunteer** – via a verbal declaration to VSA board or applicable Member Organization

**Name of affiliated organization and/or nature of the conflict of interest or potential conflict of interest:** (add space as required)

Name: (Please Print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_