

## **CONFLICT-OF-INTEREST POLICY FOR FLORIDA SCHOOL MUSIC ASSOCIATION BOARD MEMBERS**

Policy Adopted March 2, 2026

The Florida School Music Association expects all executive board members, committee members, officers, and employees to make decisions that put the association's best interests first. When representing the association—whether in discussions, negotiations, or day-to-day responsibilities—everyone should be free from outside influences that could affect their judgment. Interactions with vendors, contractors, members, and other partners should always be based on what benefits the association, not on personal gain or preference.

To support that expectation, the following guidelines apply:

### 1. Gifts and Personal Benefits

Executive board members, committee members, officers, and employees should not accept gifts, favors, services, job offers, or anything of value—whether directly or through a family member, business partner, or close associate—if they know or have reason to believe that the offer is intended to influence their work on behalf of the association.

### 2. Personal Business Interests

Anyone serving the association who is also a partner, officer, or employee of another business—or who owns or controls more than ten percent of that business—may not represent the association in any negotiations or decisions involving the purchase or sale of property, goods, or services with that business.

### 3. Participation in Decisions

If a board or committee member has a personal interest in a matter being discussed, they must disclose that interest to the association president as soon as the topic comes up. They may not vote on the issue and, if the remaining members believe it is appropriate, may be asked to step out during the discussion and vote.

### 4. Disclosure

At the beginning of their term, all executive board members, committee members, officers, and employees will complete a conflict of interest attestation form disclosing any and all potential known conflicts.