

# VIRGINIA COALITION OF PRIVATE PROVIDER ASSOCIATIONS

## Code of Ethics & Conflict of Interest Policy

Member associations, sustaining members, and affiliate members of VCOPPA will understand VCOPPA's mission as defined in the Coalition's By-Laws and show the willingness to work toward the collective good of the membership and to pay the assigned dues. VCOPPA Board members and organization representatives have a duty of good faith and loyalty to the Coalition. This means that:

- A Board member, representative, or member organization owes allegiance to the coalition and ~~must~~ *should* act in the best interests of the coalition while acting in his or her official capacity.
- A Board member, representative, or member organization may not use their position and/or membership in the Coalition for personal profit, gain or other personal advantage over other members of the Coalition.
- At such times that there are requests for confidentiality of sensitive or proprietary information, confidentiality is expected to be maintained.
- The Coalition expects that Board members and representatives will perform their duties conscientiously, honestly, and in accordance with the best interests of the Coalition. Board members and representatives must not use their position or the knowledge gained as a result of their position for private or personal advantage. **If a Board member or representative becomes aware of a personal or professional conflict of interest on an item or discussion, it is expected that they will declare that a conflict exists and recuse themselves from any further discussion or action on that item in the best interest of transparency for all parties involved.**
- If appointed by the Board or asked to represent VCOPPA on other committees or boards, that representative is expected to represent VCOPPA's interest and abide by the Coalition's mission as defined in the Coalition's By-Laws, support the policies and positions adopted by the Board of Directors, and show the willingness to work toward the collective good of the membership. If your organization has a policy or position in conflict with VCOPPA's policy or position on a matter, your organization has an obligation to bring the conflict to the attention of the Board of Directors, either at time of appointment, or at time that conflict arises.
- Formal appointments are appointments that require nomination by the Board of Directors with a subsequent confirmatory two-thirds vote by present Board members. If at any time during the discussion, nomination, or voting process, an organization has a conflict as a result of an individual affiliated with your organization being considered for that same appointment, it is the organization or individual's responsibility to notify the board at that time.
- An organization representative that has not been recognized or appointed by VCOPPA to represent VCOPPA should not voice any points of view on VCOPPA's behalf in any circumstance.

Consequences of breaching the above Code of Ethics & Conflict of Interest Policy may include the termination of membership with VCOPPA or other action deemed fit by the Board of Directors. Breaches of this Code of Ethics & Conflict of Interest Policy shall be brought in writing to the attention of the Coalition's President who will follow the Resolution Policy as defined and adopted by the membership committee. **My signature on this page indicates that I have read, fully understand, and agree to abide by the above Code of Ethics & Conflict of Interest Policy.**

Member Association or Organization: \_\_\_\_\_

Printed Name of VCOPPA Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEO/Parent Company Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_