

SECTION I

Foundation for Addictions Nursing
P.O. Box 163635
Columbus, OH 43216

BOARD OF TRUSTEES NOMINATION FORM

Name of Nominator: _____

Address of Nominator: _____

Telephone (Home): _____

Telephone (Office or
Other): _____ Fax: _____

E-mail: _____

Name of Nominee: _____

Address of Nominee: _____

Telephone (Home): _____

Telephone (Office or
Other): _____ Fax: _____

E-mail: _____

PLEASE ATTACH TO THIS DOCUMENT THE FOLLOWING:

- RESUME OR CURRICULUM VITAE OF NOMINEE
- AT LEAST ONE LETTER OF REFERENCE FROM SOMEONE NOT ON THE BOARD OF THE FOUNDATION FOR ADDICTIONS NURSING AND/OR THE INTERNATIONAL NURSES SOCIETY ON ADDICTIONS
- ONE LETTER OF REFERENCE FROM A MEMBER OF EITHER BOARD OR A MEMBER OF THE INTERNATIONAL NURSES SOCIETY ON ADDICTIONS
- STATEMENT BY YOU, THE NOMINATOR, ON WHY YOU BELIEVE THIS PERSON WOULD BE A GOOD CHOICE FOR THE FOUNDATION BOARD.

List below (and on separate sheets if necessary) any previous leadership, board or foundation experience of the nominee.

SECTION II

FOUNDATION FOR ADDICTIONS NURSING (FAN)

Trustee Disclosure Statement Form

(Please read **SECTION III**, Conflict of Interest)

Conflict of Interest Reports (Income-Producing and Non-Income Producing)

Name:

Term of Service:

Do you or any members of your family have a consulting or other financial relationship with a company that does business with IntNSA/FAN?

YES NO

Do you are any members of your family have a managerial role in a company that does business with IntNSA/FAN?

YES NO

Do you hold a leadership position in an organization or group that possibly competes with IntNSA's/FAN's stated goals and objectives?

YES NO

If YES, please specify.

In submitting this form, I affirm that the above information is true and complete to the best of my knowledge.

Signature

Date

CONFLICT OF INTEREST POLICY

Conflict of Interest:

This policy is intended to serve the International Nurses Society on Addictions (IntNSA)/Foundation for Addictions Nursing (FAN) and the members of those organizations in structuring relationships with other outside ventures so that they are compatible with IntNSA's/FAN's mission. This policy is not intended to eliminate all situations of conflict of interest, but rather to enable individuals to recognize situations that may be subject to question and resolve them so as to avoid conflicts of interest. Thus, an integral part of the policy is a disclosure mechanism whereby individuals regularly review their professional activities.

Definitions:

When used in this policy, the term trustee refers to a trustee of the FAN. Family member includes spouse and children.

Financial interest is an interest in a business consisting of:

- any stock, stock option or similar ownership interest in such business which is greater than five percent, but excluding any interest arising solely by reason of investment in such business by a mutual, pension, or other institutional investment fund over which the individual does not exercise control; or
- receipt of, or the right or expectation to receive, any income from such business, whether in the form of a fee (e.g., consulting), salary, allowance, forbearance, forgiveness, interest in real or personal property, dividend, royalty derived from the licensing of technology not owned or controlled by the university, rent, capital gain, real or personal property, or any other form of compensation, or equity, or any combination thereof.
- Associated entity means any trust, organization, or enterprise over which the individual, alone or together with his/her family, exercises a controlling interest.

l) A conflict of interest may take various forms. It arises when an individual is or may be in a position to influence the organization that could lead to any form of personal gain for the individual or his/her family. It also arises when an individual engages in an activity that is in direct competition with the organization. Conflicts and potential conflicts of interest must be disclosed and resolved.

A) Disclosure policy and reporting requirements.

Trustees of the FAN shall disclose their professional, external activities and relationships, whether income- or non-income producing. Individuals must complete and submit a disclosure statement (form BOT1) on an annual basis. If changes occur in these activities between annual submissions, the individual shall complete and submit an updated form.

Individuals shall return disclosure statement forms to the Executive Director of IntNSA/FAN for review and further processing. To the extent permissible by the law, disclosure statement forms will be confidential.

- 1) Excluded relationships and activities: The following activities and relationships do not need to be reported and do not represent a conflict of interest because they have been generally accepted practices and do not violate fundamental ethical principles.
 - (a) An individual receiving royalties for published scholarly works and other writings.
 - (b) Individual accepting honoraria for commissioned papers and occasional lectures.

- (c) Individual receiving royalties under institutional royalty-sharing policies.
 - (d) An individual receiving prizes and royalties from past and previously disclosed writings.
 - (e) Reasonable travel and lodging expenses related to presentations of scholarly work or to a person's professional endeavor.
 - (f) An individual's investments in mutual funds.
- 2) Example of reportable activities: The following is a representative and non-inclusive list of professional, external, income- and/or non-income producing activities and relationships subject to this policy. These activities and relationships may be permissible following disclosure and, where necessary, the implementation of oversight procedures designed to ensure organizational integrity.
- (a) An individual's or family member's relationships with companies that do business with IntNSA/FAN.
 - (b) An individual's service in a leadership position or financial interest in another nursing organization or group which competes with the goals and objectives of IntNSA/FAN as stated in their vision, mission and strategic plan documents.
 - (c) An individual making referrals to a business in which that individual, a member of his/her family, or an associated entity has a financial interest.
 - (d) An individual taking administrative action within the organization which is beneficial to a business in which he/she has a financial interest.

B) Disclosure process and review criteria

- 1) Disclosure process: Directors and officers are required to submit disclosure statement forms annually. Updated disclosure statement forms must be submitted throughout the year as appropriate. The executive director of IntNSA/FAN is responsible for overseeing the implementation of the disclosure and review process. These persons or their designees will address all breaches of the disclosure process including:
- (a) Failure to comply with the disclosure requirement, whether by virtue of the individual's refusal to respond or by his/her responding with incomplete or inaccurate information.
 - (b) Failure to remedy conflicts.
 - (c) Failure to comply with conditions in a prescribed oversight plan.
- 2) In the event a financial conflict of interest exists, the FAN trustees will follow the process as outlined in the Bylaws of the IntNSA BOD, revised to reflect the FAN organization.
- 3) In the event a possible competitive conflict of interest exists the FAN will take action on a case-by-case basis as deemed necessary.