

Florida Asthma Coalition
Conflict of Interest Form

Updated January 2014

All members of the Florida Asthma Coalition shall avoid conflicts:

- Both perceived, potential, and real – between their own personal or financial interests and those of the Florida Asthma Coalition.

All members of the Florida Asthma Coalition shall avoid conflicts:

- Both perceived, potential, and real – between the financial interests of their company or organization or agency and those of the Florida Asthma Coalition.

When a member has a conflict of interest on any matter, the following procedure must be followed:

- The member with the conflict of interest must disclose the conflict to the other voting members.
- The member with the conflict of interest shall abstain from using personal influence on the matter.
- The member with the conflict of interest shall be absent from the room or blocked on Webinar during the review and the vote on the matter, and
- The minutes of the meeting in which the matter is discussed and voted upon should reflect the member's disclosure, abstention from review of the matter, and voting on the matter, and absence from the room during these proceedings.

When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Steering Committee.

The conflict of interest policy shall be presented at the annual meeting to inform and guide members of the Florida Asthma Coalition. Any new members shall be advised of the provisions of this policy upon joining the Florida Asthma Coalition.

The Conflict of Interest Form shall be posted on the Florida Asthma Coalition's Website. Each member of the Florida Asthma Coalition shall initial that they have reviewed and agree to the conflict of interest policy when completing a membership form.

Florida Asthma Coalition

Articles of Operation

Updated January 2014

Article I: Name, Location and Territory

The name of the coalition shall be the Florida Asthma Coalition, herein referred to as the Coalition or FAC. The territory within which the Florida Asthma Coalition shall operate shall be in all sixty-seven counties of Florida.

Article II: Operation

The Florida Asthma Coalition grew out of a cooperative agreement between the Centers of Disease Control and Prevention and the Florida Department of Health, Bureau of Environmental Public Health Medicine, Asthma Program. The Florida Asthma Coalition is now a stand alone entity run by the Co-Chairs and Steering Committee.

Article III: Vision, Mission, Goals

Vision: Floridians with asthma will achieve optimal health and quality of life.

Mission: To expand and improve the quality of asthma education, management, and services; promote asthma awareness and disease prevention at the community level; and eliminate the disproportionate burden of asthma in racial/ethnic and low-income populations through partnerships and collaboration.

Goals:

- Increase awareness and early detection of asthma.
- Increase the number of patients with asthma who have a dedicated asthma care-provider (either a primary care provider (PCP) or asthma specialist) who provides consistent self-management planning and education.
- Reduce the number of deaths, hospitalizations, emergency department visits, school or work days missed, and limitations in activity due to asthma.
- Reduce asthma disparities among populations disproportionately affected by asthma.

Article IV: Membership

Membership is open to all individuals and to any public or private sector organizations (or its designated representative) that demonstrate an interest in working toward the coalition goals of reducing the burden of asthma.

Article V: Conflict of Interest

Members of the Florida Asthma Coalition may consent to the Conflict of Interest policy which states that members shall avoid conflict between the financial interests of their company, organization, or agency, and those of the Florida Asthma Coalition.

Article VI: Meetings of the Membership

Coalition membership meetings shall be held a minimum of four (4) times per year via conference call or webinar.

Article VII: Leadership Positions

All positions of leadership shall be held for a term of two years. Officers may be elected for two consecutive terms (not to exceed four years) and are then eligible to be nominated for re-election after one-term has passed.

A. Chairperson(s): The chairperson(s) guide and direct the activities of the Steering Committee and coalition members in fulfilling the strategic and operational plans to reduce the burden of asthma for Floridians. The Chairperson(s) lead the Steering Committee meetings as well as the four annual coalition meetings. The chairperson(s) will act as a liaison or spokesperson for the Florida Asthma Coalition to the media and/or public.

B. Vice Chairperson: A vice chairperson may be designated by the chairperson(s) to act on his/her behalf and to assume the leadership role for meetings in his/her absence. If the office of chairperson is vacated mid-term, the vice chairperson shall act as interim chair until the next selection.

C. Secretary: The secretary takes minutes at each meeting, and is in charge of correspondence that is required to maintain membership communication. The secretary may act as a liaison or spokesperson for the Florida Asthma Coalition to the media and/or public.

D. Treasurer: The treasurer position shall be established, when needed, to be the designated fiscal agent on the Steering Committee. The treasurer will present the Treasurer's Report at quarterly meetings.

Article VIII: The Steering Committee (executive board)

The Steering Committee shall manage overall strategic planning for the Asthma Coalition. The Steering Committee shall consist of a chairperson, vice chairperson (optional), secretary, treasurer (optional), an active workgroup member from each workgroup, a chairperson from at least seven state and/or private originations and a representative from the Florida Department of Health and the American Lung Association. Responsibilities include, but are not limited to: **1)** Approval of the formation of Workgroups and Ad Hoc Committees/Workgroups; **2)** Policy development; **3)** updating the asthma state plan and strategic planning; **4)** Meeting a minimum of four (4) times per year; **5)** Recommending the use of the Florida Asthma Coalition name and logo for sponsorship purposes; **6)** Recommending funds-generating activities, including grant-writing; **7)** Recommending allocations for the annual budget (when funds available); and **8)** Approving extraordinary staff-related activities,

A quorum (2/3) of Steering Committee members shall be required for all votes within the Steering Committee meetings. Only designated members of the Steering Committee can act as official spokespersons for the Florida Asthma Coalition.

Article IX: Standing Committees (Workgroups)

The Steering Committee shall appoint Standing Committees known as Workgroups per the asthma state plan. The Workgroups, with guidance from the Steering Committee, shall plan and carry out the activities per the asthma state plan. Responsibilities include: **1)** Development and implementation of an annual plan of activities (Annual Operational Plan); **2)** Holding meetings with the frequency and location determined by each workgroup; and **3)** Reporting its progress to the Steering Committee at quarterly coalition meetings. The Workgroup Chair will serve a two-year term and will be eligible for reelection upon annual review, and at the discretion of the Workgroup. When a vacancy occurs in positions of Workgroup Chairpersons, the Workgroup must replace the individual in the vacant position within 30 days. He/she can be appointed or elected within the group.

Article X: Ad Hoc Committees

The Co-Chairs acting jointly may establish committees or Sub Workgroups to address particular issues and appoint its members when deemed appropriate for the benefit of the Coalition. The length of existence of the committee or the factors that will signal its termination shall be stated in the resolution or order creating the committee.