**DIRECTOR**

**CANDIDATE QUESTIONNAIRE**

As a Director candidate for 2024–2025, you are requested to complete this questionnaire and return it (along with the completed application) by the stated deadline. The Nominating Committee members will refer to this material in their deliberations.

1. What is your vision for the Association of Legal Administrators and how would you propose to make that vision a reality?

2. What do you believe are the biggest challenges facing ALA and how would you prioritize and address them?

3. What do you believe makes you qualified to represent ALA members (as a member of ALA’s Board of Directors), and what do you envision your contribution to be?

**Association of Legal Administrators**

**Conflicts of Interest Disclosure Form**

**CONFIDENTIAL**

Name:

ALA Position:

Date:

Please complete Parts I – V, below. For each interest, ownership, or activity listed, please note whether it is you yourself or a member of your immediate household who possesses the interest or ownership or is engaged in the activity. For purposes of this Disclosure Form, “immediate household” includes anyone with whom you share your primary residence.

PART II Example:

\*ABC Software (stock owned by myself)

\*XYZ Inc. (stock owned by son)

**PART I – Business and Professional Activities**

As of the date noted above, either I or members of my immediate household have a business/professional interest in the following *private* businesses:

**PART II – Public Company Ownership Interests**

As of the date noted above, either I or members of my immediate household own, directly or beneficially, stock in the following *public* companies:1

(Use additional sheets if necessary)

1 Shares or interests held in mutual funds or exchange-traded funds (ETFs) need not be listed.

**PART III – Other Board or Staff Positions Held**

As of the date noted above – and exclusive of my current employment and my potential position on the ALA Board of Directors and other positions in ALA – I or members of my immediate household hold the following (1) Board level positions in the private or public companies, associations, or foundations listed and (2) paid or volunteer staff positions in the private or public companies, associations, or foundations listed. For each listing indicate the nature (i.e. “Board Director”, “Paid Staff”, etc.) of the position.

**PART IV – Known or Potential Conflicts**

Given my knowledge of ALA’s business interests, I am aware of the following existing or potential conflicts arising out of interests and positions listed in Parts I – III, above.

**PART V**

I understand that service as a member volunteer requires a significant commitment of time and attention to ALA. I understand that as a member volunteer I am expected to attend all relevant meetings, devote appropriate time to studying meeting materials and remain properly informed about ALA’s business and affairs as well as perform the duties outlined in ALA’s Bylaws and the Governance Practice Statements and Policies.

I understand that ALA encourages its member volunteers to be involved with other organizations, and expects that such involvement will not interfere with their responsibilities to ALA or materially adversely affect ALA.

I understand that member volunteers and members of their households may not accept gifts or social invitations from persons or entities who deal with ALA in those cases where any such gift is more than modest in value, or where acceptance of the gifts could create the appearance of a conflict of interest.

I affirm that I have read, understand, and agree to abide by the following ALA [governance documents](http://www.alanet.org/about/about-ala):

* Bylaws
* Code of Ethics
* Antitrust Guide
* Confidentiality Policy
* Governance Practice Statements and Policies
* Non-Solicitation Policy

Signature Date

*For Headquarters Use*

Reviewed:

**Conflicts of Interest Policy**

The Board is responsible for demonstrating loyalty to the interest of the Association and its members. This loyalty supersedes any conflicting loyalty such as to advocacy or interest groups, membership on other Boards or staff, and familial or financial involvement in organizations and activities where the Association does or proposes to do business. Each member volunteer has an affirmative duty and obligation to disclose actual, perceived, or potential conflicting interests at any time, including the material terms of such conflicts and the Board member’s interest. A conflict of interest may exist when a Board member has a direct or indirect business, professional, or personal situation or relationship that might influence, or that might be perceived to influence, the judgment or actions of the Board member when serving the Association.

The following are examples of potential conflicts of interest:

* Private business or personal services between any Board member and an outside organization, where access to “inside” information could impact the openness or competitive opportunity of the process.
* Consideration for employment that would lead to a conflict of interest with the Board or Association.
* Use of Board position to obtain employment in the Association for themselves, family members or close associates.
* Use of Board position to secure financial benefits from the Association, chapters, individual members, its sponsors, or business partners.

All potential conflicts of interest are disclosed to the Board to determine whether there is a conflict. If a conflict is determined, resolution is one of three ways:

1. Disclosure Sufficient: The Board may determine the disclosure itself, and the Board's awareness of the exposure, corrects any bias, and the Board can consider the information as the Board member making the disclosure participates in decision-making.
2. Recusal: To avoid the appearance of any impropriety, the Board may decide the Board member making the disclosure should have no further access to information relating to the subject on which they have a conflicting interest and must be recused when the subject is discussed and/or acted upon.
3. Resignation: The Board may determine that the conflict relates to a pervasive and essential Board function or the general progress and well-being of the Association, and not to an easily isolated program, agenda item or practical matter. The Board member making the disclosure should be asked to resign and immediately submit their resignation.

All proceedings and disclosures under this Policy are treated with complete confidentiality, unless, in the opinion of a majority of the Board, the conflict is of such a nature that it has already impacted Association decisions and business to such an extent that it must be drawn to the attention of the membership in the exercise of the Boards’ fiduciary responsibilities.

Each Board member completes an annual disclosure statement to disclose actual, perceived, or potentially conflicting interests. The Disclosure will include lists of the business and professional activities of the individual and their immediate household, including:

1. Ownership interests in any private business
2. Public companies stock owned, directly or beneficially (other than mutual funds)
3. Other Board or staff positions held

Disclosure statements are submitted to the President and Executive Director. In the event the disclosing party is the President, such disclosure is given to the Immediate Past President and the Executive Director.

If an actual, perceived, or potential conflict becomes apparent after the annual disclosure statement is submitted, notice of the potential conflict is made immediately.