



Conflict of Interest Information and Disclosure Statement

A Council member is obligated to put the interests of the College ahead of their own. The mandate of the College is to regulate the profession in the public interest – not the interest of the profession. All Council members must do so at all times. Further to this, Council members are required to avoid conflicts of interest whenever possible, and take steps to manage conflicts when one cannot be avoided. Conflicts of interest can be real, potential, or apparent, and may include you or one of your family members i.e. parent, spouse, child.

This form is intended to help Council members recognize any conflicts of interest they may have and allow the College to help them manage their conflicts appropriately. If a member fails to declare a conflict of interest, it can result in a breach of the bylaws, a breach of their fiduciary duties and, in extreme cases, legal liability.

To be clear, by disclosing this information you are not automatically declaring a conflict of interest. You are merely providing relevant information so that the staff of the College can assist you comply with your fiduciary duties to the College. Therefore, it is important that you complete this form honestly and accurately. If members do not understand any question, they must seek clarification with College staff.

Members understand that the College may follow up with them and ask for further clarification and that they are expected to provide any requested information in a prompt manner.

Members understand that even after completing this form, they are still expected to carefully review all agenda items and carefully consider whether they have a real, potential or apparent conflict of interest. If so, they understand that it is their responsibility to declare such a conflict at the outset of the meeting.

- 1) Have I had any personal or financial interest in matters discussed at Council? (This includes, but is not limited to, the direct or indirect personal or financial interests of your family members i.e. parent, spouse, child or sibling.)

☐ YES ☒ NO

If yes, please explain:

- 2) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES ☒ NO

If yes, please explain:

- 3) Do I currently hold a responsible position such as director, owner, board member, officer or employee of a TCM Professional Association? Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

- 4) Do I currently hold a responsible position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees? Have I held such a position in the past?

☒ YES ☐ NO

If yes, please explain:

CMAA - EXECUTIVE Liason Officer Resigned
In 2008 with the appointment to the TC.

- 5) Have I used College property or information of any kind in a manner that may have advanced my own interests, directly or indirectly?

☐ YES ☒ NO

If yes, please explain:

- 6) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☒ YES ☐ NO

If yes, please explain:

Dr. Title Working Group

7) I hereby disclose that I, or one of my family members (parent, spouse, child or sibling), has the following current or recent affiliations, interests or relationships:

- When completing the form please include the name of person who may have the conflict, where the conflict is i.e. an association, employment etc., what is the role or relationship, the date started and check if you know it is a conflict, you are sure it is not a conflict but want everyone to be aware of the situation or if you are unsure.
- When completing Past Affiliation, please include the date the affiliation with the association ended.

Name	Current Affiliation	Role/Relationship	Starting Date

Name	Past Affiliation	Role/Relationship	Ending Date

8) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
Acupuncture + Traditional Chinese Medicine	Sole Owner	Jan. 1995

9) I understand that if I believe I may have a conflict of interest in any matter regarding my role as a Council or Committee member, and I am unsure as to whether I should disclose or declare a conflict of interest, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

☒ YES ☐ NO

10) I understand that when a conflict of interest exists or may exist, I must do the following:

- a. prior to any consideration of the matter at the meeting, disclose the fact that I have a conflict of interest;
- b. not take part in the discussion of, or vote on, any question in respect of the matter;
- c. leave the portion of the meeting relating to the matter; and
- d. not attempt in any way to influence the voting or do anything that might be perceived as attempting to influence the decision of other members on the matter.

☒ YES ☐ NO

11) I understand that if I believe that another member of Council or a Committee has a conflict which has apparently not been declared, I have an obligation to raise that concern. Ideally, I will do so in advance of the meeting. However, if that cannot occur, or if the member does not believe that they have a concern, I commit to raising the concern with the President and/or at the meeting.

☒ YES ☐ NO

12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting?

☒ YES ☐ NO

I affirm that the information provided on this form is complete and accurate. I understand that the College will use this information to help me comply with my duty to avoid conflicts of interest and, if that is not possible, to declare a conflict of interest and not participate in any deliberation or decision making of the matter in question.

I confirm that I understand each question and if I did not fully understand the scope or intent of the question, I sought out clarification from College staff.

I understand that despite completing this form, I am still required to disclose and declare any conflicts of interest at Council and committee meetings.

I understand that if any of the information changes, I am required to immediately alert College staff so that this form can be updated.

I understand that failing to disclose or declare a conflict of interest is very serious and can damage the reputation of the College and my own reputation. I also understand that it can result in me being removed from Council or Committees.

Signature Joanne Pritchard Seblane

Date Dec. 20, 2020