



**MEETING PROFESSIONALS INTERNATIONAL
OKLAHOMA CHAPTER CONFLICT OF INTEREST**
Annual Disclosure Statement
Revised July 1, 2016

Pursuant to the MPI Oklahoma Conflict of Interest Policy, I hereby provide the following information. **(A response is required to each item below.)**

1. Describe any Board of Director positions (other than positions with MPI Oklahoma you hold, including a brief description of the nature and purpose of the organization(s).
2. Describe your position of employment, including the nature of the business of your employer, the position you hold and a description of your daily employment responsibilities that relate to the meetings industry.
3. Describe any outside relationships that you hold with regard to any person or entity which provides MPI Oklahoma goods and/or services, or which provides services that compete with MPI Oklahoma where such relationship involves: a) holding a position of responsibility; b) a substantial financial interest (other than a less than 1% interest in a publicly traded company) or; c) the receipt of any gifts or favors.
4. Describe any family or business relationships that you have with any board member, officer, or employee of MPI Oklahoma. Per policy, family is defined as a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister.

Conflict of Interest Disclosure Statement
Page 2

5. Pursuant to reviewing the MPI Oklahoma Chapter Conflict of Interest Policy, describe any other interest that may create a conflict with the fiduciary duty to the membership of MPI Oklahoma_____ or that may create the appearance of a conflict of interest.
6. By serving in a position of responsibility within MPI Oklahoma:
- a) I acknowledge my fiduciary responsibility to MPI Oklahoma and pledge to avoid conflicts of interest or the appearance of conflicts of interest.
 - b) I acknowledge that at times I may have access to confidential information and pledge to protect the confidentiality of that information.
 - c) I pledge to clarify my position when speaking or opining on my own behalf as opposed to speaking or opining on behalf of any board, task force or committee.
 - d) I shall update this form as needed to keep it current and accurate.
 - e) At each meeting in which I may have a conflict of interest, I shall disclose it as to agenda items.

Signature

Date

Print Name