

# HOW TO MANAGING CONFLICT OF INTEREST

Each member must:

- Sign a Disclosure Form every year
- Update the form if affiliations change
- Declare any Conflicts of Interest before discussion begins
- In decision making about priorities and allocations: A member with a conflict may answer questions, but may not initiate discussion about the service categories in which a conflict exists
- Not vote on priorities or allocations for categories where there is a real or perceived conflict of interest
- Not vote on other matters where there is a conflict (e.g., hiring of consultants)

## ROLE OF SUPPORT STAFF

- Provides administrative support and guidance for all Committees and members
- Assists the Planning Council to carry out its legislative responsibilities
- Provides expert advice on Ryan White legislative requirements and HRSA/HAB regulations and expectations
- Encourages member involvement and retention, with special focus on consumers
- Assists in preparation of grant applications
- Oversees training for members
- Serves as liaison to the grantee