

Florida Asthma Coalition
Conflict of Interest Form

Updated June 2018

All members of the Florida Asthma Coalition shall avoid all conflicts to include:

- Perceived, potential, and actual – between their own personal or financial interests and those of the Florida Asthma Coalition.

All members of the Florida Asthma Coalition shall avoid all conflicts to include:

- Perceived, potential, and actual – 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 Florida Asthma Coalition via email (FLAsthmaCoalition@gmail.com) within one month of joining the Coalition or within one month of the conflict arising
- 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 June 2018

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 led 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; 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 provide consistent self-management planning and education.
- Reduce the number of deaths, hospitalizations, emergency department visits, school or work days missed, and limitations and activity due to asthma.
- Reduce asthma disparities among populations disproportionately affected by asthma.
- Increase the number of organizations dedicated or committed to creating healthier environments by earning Asthma-Friendly recognition.
- Increase the number of providers working together using team-based care through the efforts of the Coalition workgroups.

Article IV: Conflict of Interest

Members of the Florida Asthma Coalition must 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 V: General 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. Individuals interested in becoming a member of the Florida

Asthma Coalition must fill out the membership form available on the FAC website. Members are asked to join and engage in at least one workgroup, as defined in Article VI.

Article VI: Coalition Workgroups

- A.** Members are encouraged to participate in at least one workgroup meeting per year that aligns with their interest, practice, specialty, etc. Workgroups are open to all members to participate in.
- a. Schools and Childcare Center Workgroup: work to increase the availability of asthma education in schools and childcare centers and promotes community partnerships that benefit students with asthma through the Asthma-Friendly Schools and Childcare Centers Recognition Opportunities.
 - b. Home Visiting Workgroup: work to expand access to comprehensive asthma control services through home-based strategies by educating caregivers and informing stakeholders about evidence-based policies supportive of asthma control, including trigger reduction and improved air quality.
 - c. Primary Care Provider Workgroup: provide leadership in the implementation of validated clinical practice guidelines for asthma; encourage health care administrators, clinicians, pharmacists and other primary care providers to participate in trainings and quality improvement initiatives; and develop, manage and promote the Primary Care Provider Recognition Opportunity.
 - d. Hospital Workgroup: provide leadership in the implementation of validated clinical practice guidelines for asthma in hospitals, including inpatient and emergency room settings; encourage health care administrators, physicians, nurses and hospital staff to participate in trainings and quality improvement initiatives; and develop, manage and promote the Hospital Recognition Opportunity.

Article VII: Leadership Positions

All positions of leadership shall be held for a term of two calendar years (January-December). 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.
- 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.

- 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 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 five state and/or private organizations 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) Update 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)
- 8) Approving extraordinary staff-related activities

- A. **Vacancies:** When a vacancy on Steering Committee exists, current Steering Committee members must submit nominations for new members at least two weeks before the subsequent Steering Committee meeting. Nominations will be sent to all Steering Committee members for review and voted upon at the subsequent meeting. Vacancies will be filled based on a new two-year term.
- B. **Resignation, termination, and absences:** Resignation from the Steering Committee must be in writing and received by the Florida Asthma Coalition via e-mail (FLAsthmaCoalition@gmail.com). Steering Committee members shall be terminated from the committee if they have more than two undocumented absences from Steering Committee meetings in a year. A Steering Committee member must e-mail the Florida Asthma Coalition if they will be absent from a Steering Committee meeting. A Steering Committee member may be removed for just cause, such as actions that do not align with the goals of the Coalition, by a two-thirds vote of the remaining Steering Committee members.
- C. **Special Meetings:** Special meetings of the Steering Committee shall be called upon the request of the Chair, or the Florida Asthma Program, or one-third of the Steering Committee. Notices of special meetings shall be sent out by the entity managing the Florida Asthma Coalition to each member at least two weeks in advance.

A quorum (2/3) of Steering Committee members shall be required for all votes within the Steering Committee meetings.

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) Hold meetings with the frequency and location determined by each workgroup
- 3) Report its progress to the Steering Committee at quarterly coalition meetings. The Workgroup Chair will serve a two-year calendar term (January-December) and will be eligible for reelection upon annual review, and at the discretion of the Steering Committee. When a vacancy occurs in positions of Workgroup Chairpersons, the position must be replaced within 30 days.

Article X: General Membership Meetings

Coalition membership meetings shall be held a minimum of once per year via conference call or webinar and once per year via an in-person summit.

Article XI: 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.

Article XII: Amendments

Proposed amendments must be submitted to the Florida Asthma Coalition. Proposed amendments will be disseminated with regular Steering Committee announcements and meeting documents to be voted upon at the subsequent Steering Committee meeting. These amendments will be adopted when agreed by two-thirds majority of the Steering Committee.

Certification

This document was updated by at least a two-thirds majority vote of Steering Committee members on **August 6, 2018**.