

## BOARD MEMBER POLICY ON CONFLICT OF INTERESTS AND CONFIDENTIALITY

To ensure that the \_\_\_\_\_ (the Organization) operates in a manner consistent with its charitable purposes and in order to maintain its federal tax exemption, board members have a duty to subordinate personal interests to the welfare of the Organization and those we serve. Conflicting interests can be financial, personal relationships, status or power.

Board members are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the board member to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of the Organization in mind.

Board members are prohibited from knowingly harming or creating a conflict by disclosing information about the Organization to those who do not have a need to know or whose interest may be adverse to the Organization. Nor may board members in any way use such information to the detriment of the Organization.

Board members may not have a significant financial interest in any property that the Organization purchases, or a direct or indirect interest in a supplier, contractor, consultant, or other entity with which the Organization does business, without first making full disclosure to the Board.

Since it is not possible to write a policy that covers all potential conflicts, board members are expected to be alert for and avoid situations that might be construed as conflicts of interests.

Any possible conflict of interest on the part of any board member should be disclosed to the other board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

Any board member having a conflict of interest or possible conflict of interest should not vote or use his/her personal influence on the matter, nor should they be counted as part of a quorum for the meeting. The minutes of the meeting should reflect the disclosure and the abstention from the voting.

All board members will be required to complete the "Conflict of Interests Statement" annually. Changes to this policy may be made by the Constitution and Bylaws Committee and will be presented to the Board of Directors for approval before implementation.

CONFLICT OF INTERESTS AND CONFIDENTIALITY STATEMENT

I have read and am familiar with the Organization board policy concerning conflict of interests and confidentiality. I agree not to disclose information about the Organization to those who do not have a need to know or whose interest may be adverse to the Organization. In addition, I have initialed the line opposite the appropriate paragraph below.

\_\_\_\_\_ To the best of my knowledge, during the past year neither I nor any member of my family has had an interest in or taken any action which would breach the policy of this board.

\_\_\_\_\_ To the best of my knowledge, during the past year, neither I, nor any member of my family has had an interest in or taken any action which would breach the policy of this board, except such interest or action fully disclosed below and approved on \_\_\_\_\_ at the \_\_\_\_\_  
\_\_\_\_\_ Board of Directors meeting.

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Board Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name