



## Conflict-of-Interest Policy Statement

All trustees, officers, agents, and employees of this organization shall disclose all real or perceived conflicts of interest that they discover or have been brought to their attention concerning this organization's activities.

A "conflict of interest" occurs when a person is responsible for promoting the ministry's interest while being involved in a competing personal interest (financial, business, emotional, or relational).

"Disclosure" shall mean providing correctly, to the appropriate person, a written description of the facts comprising the actual or apparent conflict of interest. An annual disclosure statement shall be circulated to trustees, officers, and specific identified agents and employees to assist them in considering such disclosures. Still, disclosure is appropriate and required at any time conflicts of interest may occur. The written notices of disclosures shall be filed with the Executive Directors or other persons designated by the Executive Directors to receive such notifications. At the governing body's meeting, all disclosures of actual or perceived conflicts of interest shall be noted in the minutes.

An individual trustee, officer, agent, or employee who believes that they or an immediate member of their immediate family might have an actual or perceived conflict of interest, in addition to filing a notice of the disclosure, must abstain from

- (1) participating in discussions or deliberations concerning the  
The subject of the conflict (other than to present factual information or to answer questions),
- (2) using their influence to affect considerations,
- (3) making motions,
- (4) voting,
- (5) executing agreements or taking similar actions on behalf of the organizations where the conflict of interest might pertain by law, agreement, or otherwise.



At the discretion of the whole governing body or a committee thereof, a person with an actual or perceived conflict of interest may be excused from all or any portion of discussion or deliberations concerning the subject of the conflict.

A member of the whole governing body or a committee thereof who, having disclosed a conflict of interest, shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The meeting minutes shall reflect the individual's disclosure, the vote thereon, and abstention from participation and voting.

The Board Chair and Executive Directors shall ensure that all trustees, officers, agents, employees, and independent contractors of the organization are made aware of the organization's policy concerning conflicts of interest.

I have read and understand the Conflict-of-Interest Policy. I, at this moment, declare and certify the following real or perceived conflict(s) of interest:

### **Disclosure Statement**

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(If necessary, attach additional documentation.)

I agree to promptly inform the board of any event that could create a conflict of interest for me.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title