

ANNUAL AFFIRMATION AND CONFLICT OF INTEREST STATEMENT*

[This Annual Affirmation and Conflict of Interest Statement is a sample only. Some boards separate the two concepts into two documents. Whether you keep them as one document or separate them into two, you will need to tailor the language to fit your situation. This document should be given to every board member at the same time of year, often 60 days before elections of new board members. Your legal counsel may have good advice on the particular language for your conflict of interest statement.]

My Commitment

I affirm:

- support for board and staff leadership and believe in our mission and programs and will invest my time, talent, and treasure to the best interests of the organization;
- that I will continue to be an active board member and attend all board and committee meetings unless I notify the chair in advance of a major conflict;
- I am committed to preparing for and attending the scheduled meetings of the board and committees, and understand that the cost of transportation, hotel, and non-scheduled meals will be reimbursed if I request it.
- that during my term on the board I will arrange my giving priorities so that I am able to be a generous donor, recognizing that major donors, foundations, and other donors have the expectation that the Board of Directors will be part of the "most highly committed" group of donors. In addition, I affirm that, as I am able, I will seek to influence generous giving from others whom I know.
- that I have read and agree to abide by the organization's Bylaws, Conflict of Interest Statement (below), and to the Board Policies Manual.
- that if I am unable or unwilling to continue to serve, attend meetings, and execute my responsibilities as a member of the Board of Directors, I will resign my position so that the board may have the benefit of the full support and committed time, talents and treasure of an active board member.

Signed _____ Date _____

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Conflict of Interest Policy

Purpose: To establish the guidelines and authority to assist the board in identifying, disclosing, and resolving potential conflicts of interest.

Scope: The following statement of policy applies to each member of the board and to all staff.

A. Fiduciary Responsibility:

1. Members of the Board and staff serve our mission and have a clear obligation to conduct all affairs of the organization in an upright and honest manner. Each person should make necessary decisions using good judgment and ethical and moral considerations.

2. All decisions of the Board and staff of the organization are to be made solely on the basis of a desire to promote the best interests of our mission.

3. In order to avoid any appearance of a conflict of interest, members of the Board and staff agree to place the welfare of the organization above their own financial interests, or those of family members, or others who may be personally involved in the financial affairs of the organization.

B. Disclosure:

1. Specific Disclosure: Members of the Board and staff shall disclose fully the precise nature of their interest or involvement when participating in any transaction of the organization in which another party to the transaction includes:

- Himself or herself;
- A member of the family (spouse, parents, brothers, sisters, children, or any other immediate relative); or
- An organization with which the member of the Board or the staff or his or her family, is affiliated.

Disclosure shall be made at the first knowledge of a transaction.

2. General Disclosure: Members of the Board and staff shall disclose all relationships and business affiliations which may now, or in the future, conflict with the interests of the organization or bring personal gain to them or their family or business. If any member of the Board or staff or a member of his or her family acts in one or more of the following capacities, disclosure must be made:

- Is an officer, director, trustee, partner, employee, or agent of an organization with which our organization has business dealings.
- Is either the actual or beneficial owner of more than one percent of the voting stock or controlling interest of an organization with which our organization has business dealings:
- Is a consultant for such an organization; or has any other direct or indirect dealings with an individual or organization from which he or she is materially benefiting (e.g., through the receipt, directly or indirectly, of cash, gifts, or other property).

3. Reporting of Disclosures: All disclosures as they apply to staff will be handled by the CEO. All disclosures as they apply to members of the Board shall be listed at the end of this document and will be referred to the Chairman of the Board. Information disclosed to the Chairman of the Board or the CEO will be held in confidence, except when the organization's best interests would be served by bringing the information to the attention of the officers of the organization.

4. Determination of Possible Conflict of Interest Disclosure Letter: Any individual who is uncertain about a conflict of interest in any matter shall without delay disclose such possible conflict to the appropriate individual as noted above.

Each member of the Board and the staff will complete and update any disclosure or suspected disclosure annually at the time of signing this document. (This can be done below.)

After receiving acknowledgment that the disclosure letter or information provided below has been received, the member of the Board or the staff shall be entitled to act as though no conflict of interest exists unless he or she is notified otherwise by the CEO or the Chairman of the Board within 120 days of filing the letter.

5. Failure to Disclose: Each member of the Board and the staff who is requested to file this Conflict of Interest Statement should recognize that such filing is a requirement for continued affiliation or employment with our organization and, further, that failure to knowingly disclose a potential conflict of interest could result in disaffiliation or termination of employment.

C. Restraint on Participation:

Members of the Board and staff who have a conflict of interest in any matter shall refrain from participating in the consideration of the proposed transaction. The person or persons involved will not vote on such matters. However, for special reasons, the Board may request information or interpretation from the person or persons involved.

Conflict of Interest Statement

I certify with my signature below that, to my knowledge, I am in compliance with the Conflict of Interest Policy above, including the disclosures required in Paragraphs B(1) and B(2). With respect to the possible conflicts of interest in Paragraph B(4):

I have no situations that apply

I am attaching the required updated documentation or disclosing it below.

Signed _____ Date _____, 200__

Print
Name _____