

# CONFLICTS OF INTEREST POLICY AND ANNUAL DISCLOSURE



All board members, administrators (CEO and direct reports), and regional facilitators shall disclose real or perceived conflicts of interest that they discover or that have been brought to their attention in connection with Church/Ministry activities. A **“conflict of interest” occurs when a person is responsible to promote the interest of Church/Ministry at the same time he/she is involved in a competing personal interest (financial, business, personal, relational, or other).**

**“Disclosure” shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflict of interest.** Board members and the CEO will disclose to the board chair and the CEO’s direct reports and regional facilitators will disclose to the CEO. Disclosure is appropriate and required at any time conflicts of interest may occur. An annual disclosure statement shall be circulated to all board members, administrators, and regional facilitators to assist them in considering such disclosures. The written notices of disclosures shall be filed with the board secretary. At the annual face-to-face board meeting, all disclosures of real or perceived conflicts of interest shall be noted for the record.

An individual board member, administrator, or regional facilitator who believes that he or she or an immediate member of his or her immediate family might have a real or perceived conflict of interest, in addition to filing a notice of disclosure, must abstain from

1. participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
2. using his or her personal influence to affect deliberations,
3. making motions, voting, executing agreements, or
4. 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 Church/Ministry board or a committee thereof, a person with a real or perceived conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict. A member of the Church/Ministry board or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject

of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting. The Board Chair shall ensure that all board members, administrators, and regional facilitators of the organization are made aware of the organization's policy with respect to conflicts of interest by signing conflicts of interest policies annually and then ensuring all meetings have agenda item at start of meeting stating the declaration of any conflicts of interest related to the agenda.

### Annual Commitment

I have read the organization's Conflict of Interest Policy (above) and in signing this certificate, I have considered not only the literal expression of the policy, but also its intent. I hereby certify that, except as hereinafter stated, I and members of my immediate family do not, to the best of my knowledge, have any relations or interests whatever conflicting with the interests of the organization. The exceptions are: \_

---

---

---

I have business relationships with the following board members: \_

---

---

---

If any situation should arise in the future which I think may involve me or a member of my immediate family in a conflict of interest, I will promptly and fully disclose the circumstances to the Board Chair or CEO as appropriate.

Printed Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_