



Conflict of Interest Policy Montrose Community Foundation

It is the policy of the Montrose Community Foundation (the “Foundation”) to avoid conflicts of interest involving its Board of Directors, Selection Committee Member, and Employees. The purpose of this statement is to define such conflicts and provide the means by which conflicts of interest of the objective appearances of such conflicts are avoided.

A. DEFINITION

A conflict of interest may be considered to exist in those instances where the actions or an activity of an individual Board Member, Selection Committee Member, or Staff Member involves one or more of the following.

- Personal gain or advantage to the Board Member, Selection Committee Member, or Staff Member by way of information gained while in service of the Foundation.
- Acting on behalf of a third party when that party has a business connection or other relationships with the Board, Staff, or Selection Committee.

B. GENERAL POLICY

The board of Directors of the Foundation recognizes that Board Members, staff, and Selection Committee Members, in giving their services, have a variety of interests and backgrounds that involve outside activities. The service of Board Members, Selection Committee Members, and staff is valued and must not be impaired or influenced by a conflict of interest. When a situation poses a potential conflict of interest or an actual conflict of interest exists, full and honest disclosure must be made promptly.

This Policy is designed to prevent placing the Board Members, Selection Committee Members, and staff in a position where his/her place of service or other indirect interest might substantially conflict. It is also designed to protect the interest and integrity of the Foundation.

No presumption of a conflict of interest is created by the mere existence of a relationship with outside parties; however, situations where such relationships exist must be disclosed.

C. PROCEDURE

The following procedure is hereby established to deal appropriately with potential conflict of interest situations:

1. A Board Member, Selection Committee Member, or Staff Member shall immediately and fully disclose in writing any and all interests which develop that may constitute a conflict of interest. Such disclosure shall be submitted to the full Board.
2. A Board Member, Selection Committee Member, or Staff Member shall not vote or participate in the discussion of the issue in which there is an actual or perceived conflict of interest.
3. Any person determined to have a conflict of interest shall refrain from asserting influence on Board Member, Selection Committee Member, or Staff Member with respect to the matter which creates the conflict.
4. If the presiding officer has a conflict of interest with regard to the proceeding, he/she must relinquish control of the proceeding to the next officer in the chain of command.
5. Minutes of the meeting shall fully reflect the disclosure, proceedings, results of voting, and the fact of abstention from voting by the affected individual if that individual is a Board Member. The Board shall consider any matter constituting a conflict of interest confidential from the person having the conflict and shall not circulate portions of the minutes and other documents dealing with the subject to such person.

D. VIOLATION OF POLICY

If there is a reasonable cause to believe a person has failed to disclose an actual or possible conflict of interest, that person shall be informed of the basis for such belief and afforded an opportunity to explain the alleged failure to disclose.

The Board of Directors shall review any violation of this Conflict-of-Interest Policy. The Board of Directors in executive session shall adopt recommendations for remedial action. Intentional violation of this Policy shall result in expulsion from the Board, or termination of employment.

E. AGREEMENT

I have read the foregoing Conflict of Interest Policy Statement, understand the terms and conditions thereof and agree to abide by the requirements.

Signature

Date

Print Name

Position in Montrose Community Foundation