



MASTER GARDENER FOUNDATION KITSAP COUNTY POLICY: CONFLICT OF INTEREST

POLICY

A Master Gardener Foundation Board and committee chairperson's service carries with it the ethical and legal obligations of reasonable care and prudent management of the affairs and resources of the Foundation by proactively avoiding conflicts of interest.

GUIDELINES

When the personal or professional concerns of a Board or committee member affect his/her ability to put the best interests of the Foundation before personal benefit, conflict of interest exists.

A potential or actual conflict of interest transaction or decision may be acceptable if it benefits the Foundation AND if the Board make the decisions in an informed and objective manner.

Individual Board and committee members should establish by example and attitude an atmosphere of personal integrity.

PROCEDURE

Each Board and committee chairperson shall fully disclose all conflict of interest transactions and/or decisions wherein his/her personal interest is at odds with the best interests of the Foundation by:

completing annually a written disclosure of potential conflict of interests **AND**

disclosing potential or actual conflict of interest in any transaction or decision during MGF meetings and/or activities.

After a member discloses conflict of interest, he/she will not be permitted to enter into the discussion nor vote on the question.

Disclosures of potential or actual conflicts of interest, and action taken by the Board, during MGF meetings will be recorded in the minutes.

The Nominating Committee shall furnish to each prospective Board member a copy of the Conflict of Interest Statement, attached.

Each Board and committee member shall, upon election or appointment, sign the Conflict of Interest Statement.

The Board Secretary shall be responsible for the completion and keeping of the Conflict of Interest Statements and the annual Disclosure of Conflict of Interests.

The signed Statement and annual Disclosure forms will be destroyed according to document retention requirements.

This Policy will be reviewed/revised every three years.

Adopted 11/2/2005