



Nonprofit Leadership Center of Tampa Bay Conflict-of-Interest Policy

The standard of behavior at the Nonprofit Leadership Center of Tampa Bay, Inc. is that all **staff, board members, volunteers and associates** *scrupulously* avoid any conflict of interest between the interests of Nonprofit Leadership Center of Tampa Bay, Inc. on one hand, and personal, familial, professional, and business interests on the other. This includes avoiding **actual** conflicts of interest as well as **perceived** conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of our organization's decision-making processes, to enable our customers and other partners to have confidence in our integrity, and to protect the integrity and reputation of our staff, board of directors, volunteers and key associates.

Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships and holdings that could potentially result in a conflict of interest. This written disclosure (see attached) will be kept on file and I will update it as appropriate.

In the course of meetings or activities, **I will disclose any interests in a transaction or decision** where I (including my **business or other nonprofit affiliation**, family and/or my significant other, employer or close associates) **may, will** or could **appear** to receive a **benefit or gain**. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed

Date

Printed Name

(This document has been adapted from *The Best of the Board Café*, by Jan Masaoka)

**NONPROFIT LEADERSHIP CENTER OF TAMPA BAY, INC.
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Please check all applicable statements (✓) and provide information:

A. The following are relationships, interests or situations involving me or a member of my family or significant other, which might result in or appear to be an actual, apparent or potential conflict of interest between me (or my family members/significant other) on one hand and the Nonprofit Leadership Center of Tampa Bay, Inc. on the other:

I serve as a director of the following for-profit corporation(s):

I serve as trustee or director of the following nonprofit organization(s):

I hold membership in the following organizations, associations, consortia, etc.:

I am engaged in contracts, investments or other business activities with the following:

Other activities or relationships I wish to disclose relative to my work with the Nonprofit Leadership Center of Tampa Bay.:

B. I have **not** indicated any of the above as I am **not aware** of any relationship or interest or situation involving myself, my family, or my significant other which might result in, or give the appearance of being an actual, apparent, or potential conflict of interest between me (or my family member or significant other) on one hand and the Nonprofit Leadership Center of Tampa Bay, Inc. on the other.

My primary business or occupation is: _____

Position or Title _____ Firm _____

I have read and understand this conflict-of-interest policy and agree to be bound by it. I will promptly inform the Board Chair of any material change that develops in the information contained in the foregoing instrument.

Printed Name

Signature

Date

(This disclosure statement has been adapted from Board Source materials.)