

# Northwest Michigan Community Action Agency Inc.

## Board of Directors

### **CONFLICT OF INTEREST AGREEMENT AND DISCLOSURE**

In the course of conducting business for Northwest Michigan Community Action Agency, Inc. (NMCAA), both real and apparent conflicts of interest may arise. For the most part, these conflicts occur because NMCAA Board of Director members have multiple interests, affiliations, and positions within their communities.

Within this context, Conflict of Interest shall refer to any NMCAA Board of Directors decision-making situation where an independent observer may reasonably question the influence of personal interests, concerns, relationships, affiliations or positions held by any individual member(s) of the Board. Such Conflicts are undesirable because they potentially, apparently or actually place the personal advantage of such decision-maker(s) ahead of what is best for NMCAA and its obligations to its charitable purposes, mission, and public interest. However, real or apparent conflicts that are harmless to all individuals and entities involved **WILL NOT** require termination of board membership.

Therefore, because members of NMCAA's Board of Directors may be involved with other organizations that may have business dealings, affiliations or seek grants from NMCAA, the following general principle has been established:

*In the event a Board Member or a member of his or her family has a personal or business interest in, or is involved in any way with, an organization with whom the Board is considering a business contract or other dealing, such interest or involvement shall be disclosed to the Board. In such an event, said Board Member may not participate in discussion of the matter and shall abstain from voting on the matter. Minutes of the meeting shall indicate the disclosed Conflict of Interest in the matter being considered by the Board, whether said member participated in the discussion, and that said member abstained from voting on the matter.*

Conflict of Interest Policy  
AGREEMENT

In accordance with the Conflict of Interest policy, the following provides details of relationships, affiliations or positions that have the potential to give rise to a conflict between my interests and the interests of NMCAA:

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I acknowledge that this disclosure does not relieve me of the obligation to make further disclosure of potential conflicts of which I become aware after this date.

**I HAVE READ AND UNDERSTAND THE CONFLICT OF INTEREST POLICY.  
I AGREE TO ITS TERMS AND MY ACTIONS HAVE BEEN AND WILL  
CONTINUE TO BE GUIDED THEREBY.**

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Printed name of Member

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Signature of Member

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Date