



Maine Troop Greeters & Museum Conflict of Interest Statement December, 2017

A conflict of interest is defined as an actual or perceived interest by a volunteer or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member, in the performance of organizational duties, seek only the furtherance of the organization's mission. At all times, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.

General Principles

1. To allow for significant deliberations, diversity and representation, the Board of Directors will consist of volunteers, unrelated to each other. *For the purposes of this policy, a "relative" is any person who is related by blood or marriage, or whose relationship with the Board member is similar to that of persons who are related by blood or marriage.*
2. Each member of the Board of Directors or any of its Committees must place the interest of the Maine Troop Greeters & Museum foremost in any dealings impacting upon the organization.
3. The officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
4. Any Board or Committee member shall refrain from obtaining any list of members for personal or private solicitation purposes at any time during the term of their affiliation.
5. No director or Committee member shall derive any personal profit or gain for themselves, relatives or friends, directly or indirectly by reason of their participation with the organization *except as otherwise agreed to by three-quarters of the voting members of the Board.*
6. Each individual shall disclose to the Board any personal interest they may have in any matter pending before the Board or any matter that may affect the welfare of the organization and shall refrain from participation in any decision on such matters. A conflicted Board member may not be counted in determining a quorum for the meeting in connections with the conflicted matter

Disclosure

1. **Board Action**--When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.
2. **Record of Conflict**--The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Board of Directors Name: _____

Date: _____



Maine Troop Greeters & Museum
Annual Disclosure Form

By signing this form, I certify that:

I have received a copy of the Conflict of Interest Policy for Maine Troop Greeters & Museum, that I have read and understood it, and I agree to abide by it.

I have read the Conflict of Interest Policy and have no items to report.

_____ Without Exception

_____ Except as described below

I agree to advise the Board of Directors promptly of any change in circumstances during the year which may create a potential conflict of interest.

Name (Print)

Name (Signature)

Date