

CONFLICT OF INTEREST

Policy guidelines for conflicts of interest involving governing body, staff, volunteers or paid consultants.

No trustee, staff member, volunteer or paid consultant may participate in any decision-making process when said person or members of her or his immediate family, or any party, group or organization to which said person has allegiance, may have an interest that may be seen as competing with the interests or concerns of the CASA/GAL program. Furthermore, no trustee, staff member, volunteer or paid consultant may have direct or indirect financial interest in the assets, leases, business transactions or professional services of the CASA/GAL program.

Trustees and staff members must weigh carefully all circumstances in which there exists the possibility of accusations of competing interest. Trustees and staff shall make timely disclosure to the board of any possible conflict of interest and any and all relevant information pertaining to the possible conflict and may not participate in any decision-making process related to the matter in which there may be a conflict of interest. Further, trustees and staff shall excuse themselves from the room when there is any deliberation and decision on the matter of interest.

The minutes of the board and/or committee meetings shall reflect that the conflict of interest was disclosed and that the interested person was not present during the deliberation and decision on the matter of interest. In the event of possible conflict of interest in a decision-making process at the level of management, the executive director shall report to the board in writing that the conflict of interest was disclosed and that the interested person was not in the room and did not participate in the final deliberation and decision on the matter of interest. If a person involved with the conflict fails to disclose the conflict prior to becoming involved in the transaction or decision affected by the conflict, appropriate discipline or dismissal will be implemented.

Notwithstanding the above, the board of trustees may waive the foregoing restrictions and allow a trustee or staff member with a conflict of interest to join in such portion of the discussion on the matter of interest as the board deems appropriate.

When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the executive committee, excluding the person(s) who may have the possible conflict.

The policy shall be reviewed at the first meeting of duly elected trustees, annually with all staff and with each new member of the staff at the time of his or her hire. Copies of this policy shall be given to each trustee and staff member.

Approved 3/2008