



## **Conflict of Interest Statement - SAMPLE**

---

*For Board Officers, Committee Members, Advisory Council Member, and Staff Members.*

### **General Principles**

1. Each member of the ORGANIZATION Board of Directors, or any of its Committees, must place the interest of ORGANIZATION foremost in any dealings impacting upon the organization.
2. Each individual shall disclose to ORGANIZATION any personal interest that he or she may have in any matter pending before the ORGANIZATION board, or any matter that may affect the welfare of the ORGANIZATION organization, and shall refrain from participation in any decision on such matter. A conflicted board member may not be counted in determining a quorum for the meeting in connection with the conflicted matter.
3. No director or committee member shall derive any personal profit or gain for themselves, their relatives or friends, directly or indirectly, by reason of his or her participation with ORGANIZATION except as otherwise agrees to by three-quarters of the voting members of the Board.
4. Any board or committee member who is an officer, board member, committee member, or staff member of a(n) ORGANIZATION member organization shall identify his or her affiliation with such agency or agencies; and he or she shall not participate in any decision affecting that member.
5. Any board or committee member shall refrain from obtaining any list of ORGANIZATION members for personal or private solicitation purposes at any time during the term of their affiliation.
6. Each year, board and committee members will submit an annual statement agreeing to these General Principles and disclosing any potential conflicts. If a potential conflict arises during the year, it is the member's responsibility to report it to the Executive Committee, which will attempt to resolve any actual or potential conflict(s), and in the absence of resolution, will refer the matter to the Board of Directors.

At this time, I am a Board member, a committee member, or an employee of the following organizations:

_____	_____
_____	_____
_____	_____
_____	_____

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with ORGANIZATION which has resulted or could result in personal benefit to me.

2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with ORGANIZATION

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with ORGANIZATION.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

**ORGANIZATION**  
ADDRESS