1/16/2018

Conflict of Interest Policy for The Watershed Center- Adopted 1/19/2016

This policy was adapted from the Colorado Non-Profit Association's Conflict of Interest Policy (December 2008). Adopted by The Watershed Center Board of Directors on 1/19/2016

POLICY

This conflict of interest policy is designed to ensure that voting members of the governing board, officers, and employees of the Watershed Center identify situations that present possible conflicts of interest and to provide appropriate procedures if a possible conflict of interest arises. It is also intended to ensure that decisions are not influenced by any private profit or other personal benefit to the individuals affiliated with the Watershed Center that participate in such decisions.

DEFINITIONS

1. A "conflict of interest" arises when a person in a position of authority over an organization, such as a voting member of the governing board, officer, or employee may benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. For this purpose, a conflict of interest does not include questions involving a person's competing or respective duties that do not involve material interest or benefit to a related party. Membership with the Watershed Center does not constitute a conflict of interest.
2. Classes of individuals covered by this conflict of interest policy: any current or former officer, director, board member, or member of a committee which the governing board delegated powers, and all employees.

PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person should disclose the existence of the interest and be given the opportunity to disclose all material facts to the directors, officers, key employees or members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the interest and all material facts, and after any discussion with the interested person, he or she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining directors, officers, key employees or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the governing board, committee meeting, or staff meeting. After the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

Any Watershed Center business transaction, which involves a potential conflict of interest with a voting member of the governing board, officer, or employee, shall have terms that are at least as fair and reasonable to the Watershed Center as those that would otherwise be available to the Watershed Center if it were dealing with an unrelated party.

COMPLIANCE

1. Each voting member of the governing board, officer, and employee will be required to complete a separate conflict of interest questionnaire on an annual basis.
2. A written record on any report of possible conflict and of any adjustments made to avoid possible conflicts of interest shall be kept by the Board President & Key Staff
3. The minutes of the governing board and all committees with board delegated powers should contain:
    a. The names of the persons who disclosed or otherwise were found to have an interest in connection with an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
    b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
4. This conflict of interest policy statement shall be made available to each voting member of the governing board, officer, and employee. Such people will be asked to sign the following Statement of Understanding concerning reporting of potential conflicts of interest.

STATEMENT OF UNDERSTANDING

I have read and understand the Watershed Center's policy on conflict of interest and agree to abide by its terms.

Potential Conflict of Interest Disclosure:

_____

_____

_____

_____

Print Name: _____

Signature: _____

Date: _____