

SAMPLE

Conflict of Interest Policy

for Officers, Directors and Staff Members

No member of the [Name of Nonprofit] Board of Directors or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the [Name of Nonprofit]. Each individual shall disclose to the [Name of Nonprofit] any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter. Any member of the [Name of Nonprofit]'s Board of Directors or Staff shall refrain from obtaining any list of [Name of Nonprofit] clients for personal or private solicitation purposes at any time during the term of their affiliation.

In addition to my service for [Name of Nonprofit], at this time I am a Board member or an employee of the following organizations:

- 1.
- 2.
- 3.
- 4.
- 5.

This is to certify that I, except with regard to carrying out my duties as an officer, director or staff member of the [Name of Nonprofit] or 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 the [Name of Nonprofit] which has resulted or could result in person 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 the [Name of Nonprofit].

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 the [Name of Nonprofit].

Signature: _____ Date _____
Printed name: _____

Source: This form was adapted from the sample Conflict of Interest policy developed by the Nonprofit Financial Center in Chicago, IL. For additional help on risk management issues, contact the **Nonprofit Risk Management Center**, (202) 785-3891 or www.nonprofitrisk.org.