

SSWF, Inc. Policy Statement: Conflict of Interest September 1, 2020

In keeping with the Sowing Seeds With Faith, Inc. Board Member Expectations and Requirements Position Description, as a matter of practice, board members should do the following to minimize the risks of board service:

- Always act in the best interests of the organization.
- Disclose any potential conflicts of interest.
- Review the monthly and quarterly financial reports, and read the auditor's annual report.
- Attend to homework before voting on an issue; thoroughly review background materials, especially any legal or financial documents.
- Take time to deliberate before casting a vote; ask thoughtful questions, and don't be rushed into a decision.
- Ensure that the meeting minutes reflect any dissenting votes.

Conflict of interest arises whenever the personal or professional interest of a board member or employee is potentially at odds with the best interests of Sowing Seeds With Faith, Inc. (SSWF). Although the legal standards for avoiding conflict of interest for nonprofit organizations are fairly limited, SSWF will avoid where possible even the appearance of impropriety. A direct conflict of interest arises when the individual interests of the board members, employee or immediate family member are at issue in a board or executive decision. An indirect conflict arises when a board member or employee has a material financial interest in an entity, or is a general partner, director, officer, trustee or employee of an entity which is the subject of, or should be the subject of, a board or executive decision.

If an issue is to be decided by the board that involves either a potential direct or indirect conflict of interest for a board member or employee, it is the responsibility of the board member or employee to:

1. Identify and disclose to the board and Executive Director the material facts of the individual's interest or involvement in the transaction or entity giving rise to the potential conflict of interest.
2. Not participate in discussion of the conflict issue or transaction being considered.
3. Not vote on the issue.

It is the responsibility of the board to:

1. Decide issues only in the interests of SSWF without influence by board members who may have a conflict of interest.
2. Record in the minutes of the board meeting any potential conflict of interest disclosed and the measures taken to avoid the conflict.

