

# Asheville-Buncombe Technical Community College Foundation, Inc.

## *Conflict of Interest Policy and Practices*

### **Intent and Purpose**

The Asheville-Buncombe Technical Community College Foundation recognizes that first-hand experience and involvement in the community are positive attributes when selecting leaders. At the same time, we are aware that, particularly with members of the Board of Directors, community activities will include involvement with organizations that may present a conflict of interest with the Foundation.

It is the policy of the Asheville-Buncombe Technical Community College Foundation that no organization, business or individual shall receive special consideration due to a relationship with a Foundation Board member or staff person.

### **Definitions**

#### **Conflict of Interest**

Conflict of interest exists when a Board member's (and/or his or her immediate family members') position\**(Note: This includes formal policymaking roles or informal relationships that may cause bias.)* commits the person to a high degree of loyalty or responsibility to another organization, business or person. A Conflict of Interest is present whenever a director or staff member has a material financial interest in a proposed contract or transaction to which Asheville-Buncombe Technical Community College Foundation may be a part. A conflict of interest may also exist where the private interest as a director or staff member and his or her official Asheville-Buncombe Technical Community College Foundation responsibilities conflict.

**Financial interest:** a direct or indirect ownership, investment interest or compensation arrangement that may materially or financially benefit a Board member.

#### **Staff Member**

A Staff Member is a person who receives all or a part of his or her income from the payroll of Asheville-Buncombe Technical Community College and/or Foundation. The definition of a staff member also includes the individual's immediate family, which includes a person's spouse, parents, siblings, children, life partner and anyone living within the person's household as a family member.

#### **Director**

A Director is a member of the legal governing board of Asheville-Buncombe Technical Community College Foundation. The term does not include a member of any committee who is not a Director and who is supportive of the Foundation's work. The definition of a Director also includes the individual's immediate family, which includes a person's spouse, parents, siblings, children, life partner and anyone living within the person's household as a family member.

## ***Conflict of Interest Policy and Practices (continued)***

### **Conflict of Interest Procedures**

The following procedures are adopted to assure that official actions taken by the Asheville-Buncombe Technical Community Foundation will not be affected by conflicting loyalties:

1. The responsibility for identifying and applying the conflict of interest policy is placed on individual Board members, volunteers and staff.
2. A Director, who has a conflict of interest or financial interest with an organization, business, or individual, shall disclose the conflict at the meeting at which the action is being considered.
3. A Director, who has a conflict of interest or financial interest with an organization, business, or individual, shall refrain from voting on the matter before the Foundation.
4. A Director with a conflict of interest may provide factual information or respond to questions to assist the group in reaching an informed decision. Members with a conflict of interest will be allowed to participate but not advocate. The chair may ask the member(s) with conflict of interest to withdraw from the meeting during the formal discussion and/or vote.
5. Directors will be asked to review and sign a conflict of interest policy and procedures annually.

**Asheville-Buncombe Technical Community College Foundation, Inc.**  
**Conflict of Interest**  
**Disclosure Statement**  
**For July 1, \_\_\_\_ to June 30, \_\_\_\_**

**I. Personal Data**

\_\_\_\_\_  
(Please print)

Current Employer of other principal business affiliation:

\_\_\_\_\_

Position:

\_\_\_\_\_

**II. Community Involvement**

Please disclose all official positions which you or any member of your immediate family may have as a director, trustee, or officer of any charitable, civic, or community organization. In addition, please list other organizations, businesses, or individuals where you have a relationship that might give rise to a possible conflict of interest between you and the Asheville-Buncombe Technical Community College Foundation, Inc.

REMINDER: If at any time there is a matter under consideration which may constitute a direct or indirect conflict of interest, it is your obligation to disclose the facts the Board of Directors, to abstain from voting, and to refrain from using your personal influence on the matter.

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Signature

\_\_\_\_\_  
Date