

POLICY STATEMENT: DISCLOSURE OF CONFLICTS OF INTEREST

Board Approved September 25, 2023

The ability of The Community Foundation of the Dan River Region to carry out its mission in the community is enhanced by the involvement of its Board, and staff in the community and economic life of the region from the City of Danville and Pittsylvania County to South Boston/Halifax County, Virginia, and Caswell County, North Carolina.

The collective knowledge of the Board and staff is invaluable in guiding The Foundation in its service to donors and grantees. The Foundation, therefore, actively recruits Board members who are actively involved in community service and business affairs in our service area and also encourages its staff to participate in those activities.

As a result of the broad participation of Board and staff in the life of the community, from time to time The Foundation makes grants to community service organizations with which they are involved and obtains business and professional services from entities with which they are associated. For that reason, The Foundation provides this Statement of Policy to ensure the awarding of grants and employment of service is free of favoritism and is based entirely on merit.

1. *Board Members.* Each Board member is required to complete a Conflict-of-Interest Disclosure Statement annually and submit it to the Executive Director of The Foundation. This Statement reflects a list of offices and directorships he or she holds in charitable and business organizations and identifies his or her place of employment or principal business activity. In the event The Foundation is considering a grant to, or the procurement of services from, an entity in which a Board member and/or a Board member's immediate family (spouse/children) is an officer, director or is employed, the Board member shall so inform the Board and refrain from voting on the matter. At the discretion of the Executive Director, the Board member may be excused from Board discussion on this matter. This procedure shall also be applicable to Committees of the Board.

Members of the Board of Directors shall serve without compensation. Board members may be reimbursed for reasonable expenses incurred while conducting foundation business at the discretion of the Executive Director.

2. *Staff.* Each staff member is required to complete a Conflict-of-Interest Disclosure Statement annually and submit it to the Executive Director of The Foundation. This Statement reflects a list of offices and directorships he or she holds, and/or their immediate family (spouse/children) hold, in charitable and business organizations and identifies any such organization in which the staff member has been employed or served as an officer or director within the past five years. The Executive Director of The Foundation shall endeavor to avoid assigning a staff member to matters involving any organization he or she has identified.
3. *Procurement of Services.* In selecting providers of professional and other services, The Foundation will continue to consider the recommendations of donors and the needs and best interests of The Foundation. Service providers will not be precluded from employment by The Foundation by reason of a relationship between the prospective service provider and a Board member, or staff member. In such circumstances, however, The Foundation will consider the quality and cost of comparable services available from other providers. The Foundation will continue to contract with service providers who best meet the needs of The Foundation in light of prevailing market changes for such services.
4. *Volunteers.* In the rare instance The Foundation utilizes a volunteer, the volunteer will be required to complete a Conflict-of-Interest Disclosure Statement and submit it to the Executive Director of The Foundation.

Policy Revision History: Adopted by Board 3.25.2002; revised and Board approved 7.1.2004; revised and Board approved 9.27.2021; Board approved 9.25.2023.



**Community
Foundation**
of the
Dan River Region

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CONFLICT-OF-INTEREST DISCLOSURE STATEMENT

Information will be held confidential. Please use other side for more space.

Name (please print) _____

Current Employer or Business affiliation _____

I acknowledge that I have received and read the Conflict of Interest Policy from The Community Foundation of the Dan River Region.

I hereby disclose that I or my immediate family has the following relationships that may be a potential conflict of interest:

Nonprofit Organization Interests (e.g., board service, significant supporter, or employment in an organization that may seek grant support or compete for donors with the Foundation)

Business Interests (e.g., board membership, ownership, or employment in firm that may have or seek business from the Foundation; real estate interests related to Foundation grantees; business partnerships with Foundation donors)

Other Significant Involvement (e.g., membership on foundation boards, bank trust departments, or bank advisory committees; active political or advocacy role; elected or appointed office)

I have disclosed all potential conflicts of interest regarding my decision-making role(s) in The Community Foundation of the Dan River Region and will refrain from any votes or participation in any board or committee action affecting these other interests. I will notify The Foundation should additional conflicts arise that are not included on this form.

Signature _____

Date _____