

CONFLICT OF INTEREST FORM
for Community Kitchen of Monroe County, Inc.

I. CONFLICT OF INTEREST STATEMENT

A conflict of interest is determined to exist when the interests or concerns of any member of the board of directors, or any member of his/her family, or any party, group or organization in which the individual is actively involved, may be seen as competing with the interests of or violating the ethical integrity of Community Kitchen of Monroe County, Inc.

1. Any board member or any member of his/her immediate family shall in no way realize any personal gain from the board member's Community Kitchen position. The following actions may result in a conflict of interest unless appropriately disclosed to the board president of the agency in accordance with the disclosure procedures, as outlined in this document (Section II, 1-4):
 - a. Acceptance of any gifts, entertainment, services, loans or promises of future benefits from any entity who might benefit from the board member's relationship to Community Kitchen.
 - b. Performance, for personal gain, for any service to Community Kitchen which promises compensation of any kind
2. A board member, or any member of his/her immediate family, shall not use for personal advantage or for the advantage of any group, organization or business to which he/she has allegiance, any confidential information or material acquired in the discharge of the individual's responsibilities (such as rosters, mailing lists, telephone directories, and the like).
3. A board member who wishes to become a candidate for an employment position with Community Kitchen of Monroe County, Inc. shall resign from his/her board appointment prior to submitting an application for the employment position.

II. DISCLOSURE STATEMENT/PROCEDURE

1. Any potential conflict of interest shall be disclosed in writing to the president of the board of directors, by the individual concerned, prior to engaging in the potential conflict of interest action.
2. When any such conflict of interest is relevant to a matter requiring action by the board, the interested person shall call it to the attention of the board president, and such person shall not vote on the matter. Moreover, the person having the potential

conflict shall leave the room in which the meeting is held and not participate in the final deliberations or decision regarding the matter under consideration.

3. The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by vote of the body, excluding that individual.
4. In the event a potential conflict of interest is not disclosed, the matter shall be referred to the board for determination of continued membership of the individual concerned.

I, _____, understand the concept of a conflict of interest and represent herein that I have not knowingly been party to a conflict of interest action that has not been previously disclosed to the president of the board of directors. I also hereby agree to report and potential conflicts of interest to the agency board president prior to engaging in any such potential action or activity.

Board Member Signature

Date