

United Way of Greater High Point  
Board of Directors

*Please sign  
Page 1 and  
Page 3.*

As an organization of donors, United Way motivates and organizes people to work for a better life for all by meeting our community's most important human care needs. This requires inspiring and maintaining the highest levels of trust and integrity in carrying out the mission of the Board of Directors:

We develop resources and partnerships that make a measurable difference in people's lives.

Therefore, as a member of the Board of Directors I will:

- Commit to supporting the mission and helping to promote community understanding and support for United Way and the Board of Directors in every way I can.
- Represent, to the best of my ability, the interests of all United Way donors and the people in need of community support and assistance, rather than my own personal goals and issues.
- Declare any of my personal beliefs, business, personal and/or volunteer relationships that may conflict with representing those interests.
- Promote and practice open and honest communication, respecting the opinions of others that are different than my own.
- Practice discretion and sound judgment in communicating with others about my United Way work, recognizing that some issues with which we must deal are sensitive and can be subject to destructive misinterpretations.
- Prepare for meetings in which I am asked to contribute to a decision by studying information supplied by United Way and participating in training and educational sessions designed to enhance my volunteer job skills and understanding of community issues.
- Gain authorization from the Chair of the Board of Directors before speaking publicly as a United Way representative.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_, 2009

Print name: \_\_\_\_\_

## BOARD OF DIRECTORS CONFLICT OF INTEREST POLICY

**Purpose:** United Way of Greater High Point Board of Directors is made up of community volunteers. They are expected to make funding decisions and implement strategies solely in the best interest of the community, based on the knowledge they have. These policies are intended to guide the Board of Directors to identify and manage conflicts of interest they may arise in carrying out their responsibilities.

A conflict of interest will be deemed to exist whenever an individual is in the position to approve or influence the Board of Directors actions which involve or could ultimately harm or benefit financially: (i) the individual; (ii) any member of their immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals); or (iii) any organization in which they or an immediate family member is a director, trustee, officer, member, partner are more than a 10% shareholder. Service on the board or staff of another not-for-profit corporation funded by United Way may but does not, in itself, constitute a conflict of interest.

New Board of Director members shall complete an Annual Disclosure Form. United Way will use the Disclosure Form results to place the volunteer on Committees or Panels of their interest and expertise while, at the same time, avoiding placements that would place the volunteer in a potential conflict of interest situation.

Current Board of Director members shall complete an Annual Disclosure Form in May of each year during their service as a volunteer. In addition, it is the responsibility of each volunteer to update information during the year should circumstances warrant.

A Board of Director member shall disclose to the Board of Directors a conflict of interest: (a) prior to voting on or otherwise discharging their duties with respect to any matter involving the conflict which comes before the Board, (b) prior to entering into any contract or transaction involving the conflict; (c) as soon as possible after the volunteer learns of the conflict; and (d) on the Annual Disclosure Form. A Board of Directors volunteer who is a member of a funded provider agency board will be sensitive to representing either party in a leadership role at a joint meeting and therefore, as appropriate, will delegate responsibility to either another member of the board or team member.

When any conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person shall call it to the attention of the Board of Directors or its appropriate committee and such person shall not vote on the matter; provided, however, any Director disclosing a possible conflict of interest may be counted in determining the presence of a quorum at the meeting of the Board of Directors or a committee thereof.

The person having the conflict shall retire from the room in which the Board or its committee is meeting and shall not participate in the final deliberation or decision regarding the matter under consideration. However, if requested by the Board or committee, that person shall provide the Board or committee with any or all relevant information.

The minutes of the meeting of the Board or committee 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 a vote of the Board of Directors or its committee, excluding the vote of the person concerning whose situation the doubt has arisen.

A copy of this conflict of interest statement shall be furnished to each director, officer and staff member who is serving the corporation. This policy shall be reviewed periodically for the information and guidance of directors, officers and staff members.

United Way of Greater High Point, Inc.

ANNUAL DISCLOSURE FORM FOR BOARD OF DIRECTOR VOLUNTEERS

Enclosed is a copy of the Conflict of Interest Policy of United Way of Greater High Point's Board of Directors, which aligns directly with the policy for Officers and Directors of the United Way of Greater High Point, Inc. Please read the Policy and then complete the following and return it to United Way of Greater High Point.

Are you aware of any existing or potential contract or transaction between the United Way of Greater High Point and:

Yourself?                      Yes\_\_\_\_\_      No\_\_\_\_\_

Any member of your immediate family?      Yes\_\_\_\_\_      No\_\_\_\_\_

Any organization (business or not-for-profit) in which you or an immediate family member is a director, trustee, officer, member, partner or more than a 10% shareholder?

Yes\_\_\_\_\_    No\_\_\_\_\_

If you answer YES to any of the above, please describe the contract or transaction on the reverse side of this form.

A proposed contract or transaction between the United Way and you (or any person or entity described above) must be reviewed and approved by the United Way Executive Committee before it is honored by the United Way.

If a potential contract or transaction subject to this policy arises after your submission of this form, you have an affirmative duty to contact either the United Way of Greater High Point President or the United Way of Greater High Point Board Chair before the arrangements are final in order to allow prior review of the terms of the contract or transaction by the United Way Executive Committee.

If you are asked to vote or act on behalf of the United Way in a matter which could ultimately harm or benefit financially yourself, a member of your family or any organization (business or not-for-profit) in which you or a family member has a leadership position or owns a 10% or greater financial interest, you must refrain from voting or acting and immediately disclose the conflict to the people who are involved in making the decision or taking action on behalf of the United Way.

I certify that the foregoing information is true and complete to the best of my knowledge.

Sign: \_\_\_\_\_    Date: \_\_\_\_\_, 2009

Print name: \_\_\_\_\_

Contract or Transaction

Yourself:

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Any member of your immediate family:

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Any Organization:

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