

MAIN LINE ART CENTER
CONFLICT OF INTEREST POLICY- EXECUTIVE SUMMARY
APRIL 2015

Purpose/Background: A clear and workable conflict of interest policy is essential for a non-profit organization. The attached proposed policy identifies situations that may present conflicts of interest and sets forth procedures for avoiding or handling conflicts. If adopted by the Board, this policy will replace the current policy. The current policy covers the procedure for handling conflicts but has been less useful in identifying conflict situations. The proposed policy was prepared with help from Rick Umbrecht, Amie Potsic, Thomas Scurto-Davis, and the Governance Committee.

Elements of the Policy

1. The introduction and statement of purpose cover the broad purpose and rationale for the policy.
2. Definitions
3. Identification and description of various conflicts of interest- these break down into four categories- financial, organizational, misuse of confidential information, or misuse of official position.
4. Procedures for disclosure and handling of conflicts- in particular, these include the requirement to abstain from discussing or voting on a matter where a conflict exists.
5. Conflict form

Parts of the policy may seem repetitive. This is intentional to a degree, because of the need to bring home the importance of avoiding and managing conflicts. (These policies are rarely examples of good writing!)

TDR

4/9/2015