

City of Fairfax Band Association, Inc.

Conflict of Interest Policy

The purposes of this policy are to protect the integrity of the City of Fairfax Band Association, Inc. (CFB) decision-making process, to ensure that our constituencies have confidence in our integrity, and to protect the integrity and reputation of appointed volunteers, staff, and board members.

All appointed volunteers, staff and board members of the CFB will scrupulously avoid any conflict or appearance of conflict between the interests of the CFB and the personal, professional, and business interests of the individual. Upon or before election, hiring, or appointment, every staff member, appointed volunteer and board member will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict or appearance of a conflict of interest. This written disclosure will be kept on file and will be updated yearly or as appropriate.

A conflict of interest would arise if the individual (including business or other nonprofit affiliations), family, employer, or close associate would receive financial or material benefit or gain. In such a case, the individual will disclose this conflict or possible conflict to the Board of Directors. Following disclosure, the Board of Directors shall determine whether a conflict of interest exists and, if so, shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the CFB's best interests. If the disclosure involves a member of the Board of Directors, that member will be excused from participation in the discussion and vote on the disposition of the disclosure.

If the Board of Directors has reasonable cause to believe an applicable individual has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose. The Board of Directors shall then take appropriate action, as indicated above, to protect the CFB's best interests

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Annual Disclosure Statement

I have read and concur with the City of Fairfax Band Association's Conflict of Interest Policy. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Please initial all that apply:

- To the best of my knowledge I do not have a conflict of interest with my position with the CFB.
- I am currently under contract or agreement with the CFB to provide services for which I receive compensation.
- Other: a full written disclosure is attached.

Signature: _____ Date: _____

Printed Name: _____