

**UNITED WAY OF MONMOUTH COUNTY  
BOARD OF DIRECTORS  
CONFLICT/DUALITY OF INTEREST POLICY AND DECLARATION**

**POLICY STATEMENT:**

It is the policy of the United Way of Monmouth County (UWMC) that all officers, board members, and volunteers shall exercise the utmost good faith in all funding decisions and transactions touching upon their duties to UWMC, its resources and purpose. In their dealings with and on behalf of UWMC, their judgments and determinations shall be guided by a rule of honest and fair dealing between themselves and UWMC.

It is the policy of UWMC that any duality of interest or possible conflict of interest on the part of any officer, member of the Board of Directors, or volunteer be disclosed to the Board of Directors. This disclosure should include the nature of the external interest that could potentially conflict with the individual's role as a representative of UWMC.

Decision-making regarding the granting of funds for needed human service programs is a complicated and demanding process. The decision-making process developed by the United Way is unique in its structure and composition. In order to have the highest quality decisions made that impact the delivery of services to persons in need throughout Monmouth County, the United Way has incorporated the use of volunteers in the process. The demand made of the people who make the recommendations for funding is to be fair and impartial, while incorporating expertise and knowledge of critical human services. To that end, UWMC asks each volunteer to declare openly and freely his or her conflict and/or duality of interest.

**RESPONSIBILITIES:**

The officer, board member, or volunteer is responsible for disclosure to the Board of Directors of any potential conflict/duality of interest. The President of the Board has the responsibility of informing each new officer, board member, and volunteer of such policy and receiving assurance of compliance should the individual agree to serve as a UWMC representative.

**PURPOSE:**

The purpose of this policy is to provide a systematic and ongoing method of assisting officers, board members, and volunteers in disclosing and resolving potential conflicts/dualities of interest, thus assuring our community and public-at-large of the good faith and integrity of the officers, board members, and volunteers of UWMC.

**PROCEDURE:**

1. Each new officer, board member, or volunteer in any capacity, prior to taking his/her position with UWMC, and all presently holding such positions as soon as practicable after the adoption of this policy, shall disclose, in writing, on the attached Disclosure

Statement, to the President of the Board of Directors, the nature of any external interests that potentially conflict with or represent a duality of interest with his/her interest as a UWMC officer, board member, or volunteer. Such conflict/duality of interest includes, but is not limited to, directorship, management, employment, ownership, consultation, or related business with UWMC, or where there is great likelihood that such concern will be doing business with UWMC. A vendor of goods or services to UWMC is considered to be a potential conflict of interest only if the value exceeds \$1000 per year. Any immediate future expectancy of employment or vending of goods and services is deemed a potential conflict of interest.

2. A second area requiring disclosure include interests potentially in competition with UWMC, and/or the involvement with institutions requesting or providing funds or services similar to UWMC. A conflict/duality of interest is deemed to exist when a volunteer has a “related party interest” with an entity seeking funding from United Way. A related party interest is defined as one in which the volunteer is an affiliate of the entity, a board member of the entity, a paid staff or consultant of the entity, or a recipient of services of the program of the entity. Any immediate or future expectancy of employment/consulting/volunteering or vending of goods and services with an organization requesting funding are deemed a potential duality of interest.
3. Other areas requiring disclosure includes officers, directors or key employees having a family relationship or business relationship with another other officer, director or key employee.
4. Whenever an officer, board member or volunteer assumes new external interests that potentially conflict with his/her role with UWMC, such individuals will disclose in writing the nature of such external interests.
5. The President of UWMC will distribute a disclosure statement to all officers, board members, and volunteers annually to be completed and returned to the President.
6. By itself, a disclosure of affiliation or possible conflict/duality of interest does not void the vote of an officer or board member with affiliation or of a volunteer participating in a discussion or funding recommendation. If the details of the affiliation are revealed to UWMC in good faith, or known to the Board of Directors, and the issue voted upon is carried by sufficient number as not to have counted the vote of the affiliated officer, board member, or volunteer that individual’s vote is allowable. If there was no disclosure, or knowledge, or if the vote of the officer, board member, or volunteer was necessary for the authorization of a contract, transaction, or funding decision, UWMC may void the contract, transaction or decision unless the part or parties establish affirmatively that the contract, transaction or decision was fair and reasonable at the time it was authorized by UWMC.

**DISCLOSURE STATEMENT**

Pursuant to the purpose of requiring disclosure of certain interests, I hereby state that, to the best of my knowledge, I, my family, spouse, significant other, and/or relatives have no affiliations or interest which, when considered in conjunction with my relation to United Way of Monmouth County, might constitute a real or perceived conflict of interest/duality of interest, except as noted below. (If none, write "None".) I, my family, spouse, significant other, and /or relatives do not have a family relationship or business relationship with any other officer, director, trustee or key employee, except as noted below. I have read the purpose, responsibility, and procedure for disclosing affiliations

**ORGANIZATION/INDIVIDUAL  
COMPANY/VENDOR**

**NATURE OF CONFLICT/DUALITY**

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I also agree to report to the UWMC President of the Board of Directors any situations that may develop in the above areas before completion of my next annual questionnaire.

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**APPROVED BY UNITED WAY OF MONMOUTH COUNTY BOARD OF DIRECTORS  
ON JANUARY 20, 2004, revised June 24, 2008**