



Inglewood Community Association

CONFLICT OF INTEREST POLICY

Policy type: Board Governance	Number: BG-04
Policy name: Conflict of interest	Original effective date: <i>01-31-2025</i> Date of last amendment:

1. Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity of the Inglewood Community Association (ICA) by ensuring that decisions and activities are conducted in a manner free from personal, financial, or professional biases. This policy applies to all members of the Board of Directors, staff, volunteers, and committee members.

2. Definition of Conflict of Interest

A conflict of interest arises when a board member, staff member, volunteer, or any individual acting on behalf of the ICA has competing interests that could interfere with their ability to make impartial decisions in the best interest of the association. This includes:

- a) **Financial Interests:** When an individual or their close family member stands to gain financially from a decision made by the ICA.
- b) **Personal Relationships:** When decisions could benefit a family member, friend, or associate.
- c) **Professional Relationships:** When an individual has dual roles or affiliations that may influence ICA activities.
- d) **Perceived Conflicts:** Situations where others may reasonably perceive a conflict, even if no actual conflict exists.

3. Disclosure of Conflicts

- a) All board members, staff, volunteers, and committee members must disclose any actual, potential, or perceived conflicts of interest as soon as they arise.
- b) Disclosures should be made in writing using the ICA **Conflict of Interest Disclosure Form** and submitted to the Board President or Secretary.
- c) Annual disclosure forms will be completed by all board members at the beginning of each fiscal year.

4. Procedures for Handling Conflicts

- a) **Disclosure:** The individual must disclose the conflict of interest at the earliest opportunity.
- b) **Evaluation:** The Board of Directors will review the conflict to determine its significance and potential impact.
- c) **Recusal:** The individual with the conflict must abstain from discussions, votes, or decisions related to the matter.
- d) **Documentation:** All disclosed conflicts and actions taken will be recorded in the meeting minutes.

5. Prohibited Actions

- a) Members may not accept gifts, favors, or benefits from vendors, contractors, or other stakeholders that could influence decisions.
- b) Members are prohibited from using their position to gain personal or financial advantages.

6. Violations of the Policy

If a conflict of interest is not disclosed or is improperly managed, the following actions may be taken:

- a) Review by the Board of Directors to assess the situation.
- b) Corrective measures, including potential removal from the board, committee, or association role.

7. Annual Acknowledgment

All board members, staff, and key volunteers are required to review and acknowledge this policy annually.

Conflict of Interest Disclosure Form

Inglewood Community Association

Name: _____

Position: _____

Describe any actual, potential, or perceived conflicts of interest:

[Provide details of relationships, financial interests, or situations that may create a conflict.]

I acknowledge that I have read and understand the Conflict of Interest Policy of the ICA. I agree to act in the best interest of the association and will promptly disclose any conflicts of interest.

Signature: _____

Date: _____

8. Policy Review

This policy will be reviewed annually by the Board of Directors to ensure its effectiveness and relevance.