



TOOL KIT #3

LEGAL RESPONSIBILITIES OF BOARDS

4. What are some simple examples of potential Board conflict of interest?

We often recruit Board members for their business expertise and connections. We may have an accountant, an insurance broker, a real estate agent, an attorney, a website designer, or the owner of a printing company on the Board. When we are choosing a vendor for any of these services, deciding whether we need a new office or website, there is a potential conflict of interest, because that Board member could benefit.

5. What are good practices to avoid potential conflicts?

- When topics of potential conflict of interest are on the Board meeting agenda or arise unexpectedly, members should recuse themselves from deliberations and votes in which they have a potential conflict.
- Maintain proper documentation of signed conflict of interest disclosure statements, as well as who has responsibility for determining whether or not an actual conflict of interest occurs.
- Board members are often involved in various activities in the community, and these affiliations may cause potential conflicts at times. At least annually, consider requiring Board and staff members to disclose — in writing — any relationships that might constitute a conflict of interest.

Development Team:

David Blanchard, Region 3 PTAC, at P2P of GA; Glenda Hicks, Glenda Y. Hicks, CPA; Rachel Howard, Rachel Howard Consulting; Jan Serak, Region 4 PTAC, at WI FACETS

Other Contributors:

Debra Jennings, CPIR, at SPAN; Diana Autin & Carolyn Hayer, NE-PACT/Region 1 PTAC, at SPAN; Connie Hawkins, Rene Averitt-Sanzone, Laura Weber, Region 2 PTAC, at ECAC; Debi Tucker, Stephanie Moss, Region 3 PTAC, at P2P of GA; Courtney Salzer, Region 4 PTAC, at WI FACETS; Barb Buswell, Emily Rome, Jacey Tramett, Region 5 PTAC, at PEAK; Nora Thompson, Region 6 PTAC, at Matrix



The contents of this product were developed under a grant to WI FACETS from the U.S. Dept. of Education, #H328R130010. The contents do not necessarily represent the policy of the U.S. Dept. of Education and you should not assume endorsement by the federal government.
Project Officer: David Emenheiser.
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