

**National Association of Women in Construction
327 S. Adams Street
Fort Worth, Texas 76104**

[Date]
[Board Member Name
Street Address
City, State, Zip code]

Please complete and sign this annual conflict of interest statement. We appreciate your hard work on the NAWIC Board.

I, [board member name], state that I have /do not have the following personal, business, or professional relationships that may present a conflict of interest:

(Circle the appropriate statement)

I do not have any conflicts of interest.

I have the following relationships or business interests that may pose a conflict of interest:

(List those relationships and businesses that might pose as conflict of interest)

As a member of the NAWIC Board, I commit to placing the association's interest and gain ahead of my own, and will further commit to excusing myself from any discussion or votes related to those areas in which I may have a conflict of interest.

Signed,

[Board member name]

Date]

Background information:

A conflict of interest policy and set of procedures, including a disclosure statement, need to be in place for the purposes of educating the board on its legal obligation of loyalty and on what constitutes a conflict of interest. Procedures need to be in place to disclose real and potential conflicts of interest, and appropriately deal with these disclosed conflicts in subsequent board discussion and voting. All board and senior management need to complete a conflict of interest statement on an annual basis. Board minutes need to reflect a member's abstention from discussion and voting on a topic that presents a conflict of interest.

Here are some reasons why real or potential conflicts of interest need to be disclosed:

- Legal standard of loyalty requires board members to put the financial interests of the nonprofit ahead of any personal gain. One way to achieve this is to identify those relationships and/or business dealings that either present a conflict of interest or have the potential for being a conflict of interest.
- By signing a letter indicating real or potential conflicts of interest, or stating that the individual has none, NAWIC has a record of those areas that may pose a conflict of interest for individual board members. NAWIC can then take steps to ensure that the individual board member does not take part in discussions or votes related to those areas.
- Transparency and full disclosure are very important in today's nonprofit environment.

Procedures for Dealing with Conflict of Interest:

- Conflict of interest letters are signed on an annual basis.
- When a board discussion addresses an area that has been identified as a conflict of interest, the individual involved is excused from the discussion and not permitted to vote. This is recorded in the minutes of the meeting.
- The board reserves the right to ask an individual who presents a very serious conflict of interest to resign from the board, or be placed in a capacity that neutralizes a conflict of interest.

Adopted by the Board _____