

NMTCB Board of Directors
Policy on Confidentiality and Conflict of Interest

Confidentiality

Purpose: The purpose of this policy is to ensure confidentiality of all Board and examination activities until they have been declared for public record.

Policy Manual, Sect. 4.1.7 All Directors shall respect and agree to hold in confidence all information relating to exam information, development and content and all other Board activities and proprietary information until they have been approved as action and declared for public record. In so doing, no Director will discuss any confidential information with any person(s) who is not a Director or agent of the Board. Furthermore, no Director will use any proprietary of confidential exam information for purposed of, including but not limited to publication, presentation or preparation of the certification exam. Breach of such confidentiality, on review of the situation in its entirety, may result in removal of the Director (s) from the Board.

Conflict of Interest

Purpose: The purpose of this policy is to avoid any potential conflicts of interests with Directors serving on the Board.

Policy Manual, Sect. 4.1.5 All Directors shall avoid any potential conflicts of interest, which may prevent him or her from adequately performing the responsibilities and duties as a Director. In the event that a conflict of interest has been identified the Director(s) shall; remove him/herself from the related business, abstain from voting or taking action that may influence such business, not be counted as part of a quorum for such business, and not be included in any matters in which the conflict of interest may affect the outcome of the business.

Directors shall disclose on an annual basis any and all relationships that may be considered as a potential conflict of interest in certain situations or business matters. Such potential conflicts may include:

1. Employment. Name and nature of all employers must be disclosed.
2. Membership on the board of directors or any fiduciary relationship with another organization.
3. Stock ownership. Shares of stock owned or directly controlled by oneself or an immediate family member.
4. All consultative or advisory arrangements for which monetary compensation is received.
5. Member of Industry Speakers' Bureau.

Reporting and Review Process

Disclosures will be made on an annual basis and reviewed by the Chair. If any matters coming before the Board present a real conflict of interest for a Director(s), the Director(s) will be asked to leave the room while such business is discussed and asked to refrain from any such action in the matter. Failure to disclose any real or potential conflicts or interest, after review of the situation in its entirety, may result in removal of the Director(s) from the Board.

**NMTCB Board of Directors
Annual Confidentiality and Conflict of Interest Statement**

Name:

Title:

Place of Employment:

My potential conflicts of interest Include:

_____	_____
Position	Company or Organization
_____	_____
Position	Company or Organization
_____	_____
Position	Company or Organization
_____	_____
Position	Company or Organization
_____	_____
Position	Company or Organization
_____	_____
Position	Company or Organization

I have no potential conflicts of interest.

I agree to respect and hold in confidence all information relating to exam information, development and content and all other Board activities and proprietary information until they have been approved as action and declared for public record. I understand that any breach of confidentiality may result in removal from the Board.

I hereby agree to maintain the confidentiality of all examination materials. I will NOT reproduce, divulge, or disseminate any portion of the examination materials. I also agree NOT to retain IN ANY FORM a copy or copies of any examination materials. I will NOT lead board review sessions regarding any of the NMTCB exams at local, regional, or national meetings while serving on the Board, and for a period of two years from the last day I serve as a Director.

I further agree to remove myself from any Board matters where my relations with the above named companies/organizations will cause a conflict of interest.

Name

Date