



## BOARD MEMBER POLICY ON CONFLICT OF INTERESTS AND CONFIDENTIALITY

To ensure that the Miami Lighthouse for the Blind and Visually Impaired, Inc. ("Miami Lighthouse") operates in a manner consistent with its charitable purposes and in order to maintain its federal tax exemption, board members have a duty to subordinate personal interests to the welfare of the Miami Lighthouse and those we serve. Conflicting interests can be financial, personal relationships, status or power.

Board members are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the board member to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of the Miami Lighthouse in mind.

Board members are prohibited from knowingly harming or creating a conflict by disclosing information about the Miami Lighthouse to those who do not have a need to know or whose interest may be adverse to the Miami Lighthouse, either inside or outside the Miami Lighthouse. Nor may board members in any way use such information to the detriment of the Miami Lighthouse.

Board members may not have a significant financial interest in any property that the Miami Lighthouse purchases, or a direct or indirect interest in a supplier, contractor, consultant, or other entity with which the Miami Lighthouse does business, without first making full disclosure to the Board and receiving approval from the Board, or in its absence, the Board Operations Committee.

The Board prohibits its members from voting on matters relating to an agreement with the county that may result in a Board member directly or indirectly receiving compensation of any kind.

The Board prohibits its members from voting on any matter in which they are related to the person or entity seeking a benefit as 1) an officer, director, partner, of counsel, consultant, employee, fiduciary, beneficiary, 2) a stockholder, bondholder, debtor, or creditor, or 3) direct or in-law family member (spouse, sibling, child, parent) of those persons.

The Board prohibits its members from directly or indirectly receiving any funds paid under its agreement with the County.

The Board prohibits its members of the Board of directors, managers, or employees who are in positions of authority, and who exercise any function or responsibilities in connection with County's award throughout grant period from receiving any of the services covered by the County award.

The Board prevents its members from occupying simultaneously regular staff or executive positions in the organization, including those not funded by the County, or unpaid on a voluntary basis.

Since it is not possible to write a policy that covers all potential conflicts, board members are expected to be alert for and avoid situations that might be construed as conflicts of interests.

Any possible conflict of interests on the part of any board member should be disclosed to the other board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

Any board member having a conflict of interest or possible conflict of interest is barred from voting or using his/her personal influence on the matter, nor should they be counted as part of a quorum for the meeting. The minutes of the meeting should reflect the disclosure, the abstention from voting and the quorum status.

These restrictions should not be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering questions of other board members, since his/her knowledge could be of assistance to the deliberations.

All board members will be required to complete the "Conflict of Interests Statement" annually. This policy will be reviewed by the board operations committee annually; and, in addition, will be given to each new board member for signature during orientation.

#### CONFLICT OF INTERESTS STATEMENT

I agree not to disclose information about the Miami Lighthouse to those who do not have a need to know or whose interest may be adverse to the Miami Lighthouse. In addition, I have initialed the line opposite the appropriate paragraph below.

\_\_\_\_\_ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would breach the policy of this board.

\_\_\_\_\_ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would breach the policy of this board, except such interest or action fully disclosed below and approved on \_\_\_\_\_ at the Board Operations Committee and ratified at the full Board of Directors meeting on \_\_\_\_\_.

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I have read and agree to comply with the Miami Lighthouse for the Blind and Visually Impaired, Inc. board policy concerning conflict of interest and confidentiality.

\_\_\_\_\_  
Board Director's Signature

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Date

\_\_\_\_\_  
Please Print Name