

# Conflict of Interest Board Disclosure Form

Adopted by the CRPA Executive Board November 18, 2008

Due to Federal regulations, on an annual basis Board members are required to complete this form.

The appearance of conflict of interest can have damaging effects to the integrity of CT Recreation and Parks Association (CRPA). In some situations, a relationship with another entity may alter a Board member's perspective without any awareness of a loss of objectivity. Therefore, any significant relationship between a Board member and a for-profit or nonprofit entity *must be disclosed*. A potential conflict of interest arises when a CRPA Board member or their spouse/significant other:

- Is an officer, Board member or trustee or owner of a for-profit or nonprofit entity, that does business with CRPA; or
- Holds under personal supervision, ownership (stocks or bonds) in stocks or bonds in a for-profit or nonprofit entity that does business with CRPA; or
- Receives consulting fees from a for-profit or nonprofit entity that does business with CRPA.

Board members shall:

1. Not derive any personal profit or gain, directly or indirectly due to their relationship with CRPA.
2. Not be a participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party, doing business with CRPA that has resulted or could result in a personal benefit.
3. Not be a recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with CRPA.
4. Refrain from obtaining any list of CRPA clients for personal or private solicitation purposes at any time during the term of their affiliation.
5. Disclose to CRPA any personal interest which they might have in any matter pending before CRPA and shall refrain from participation in any decision on such matter.
6. Disclose associations even if there is no obvious conflict of interest, but especially if these interests might negatively impact or compete with CRPA.

Board members must execute a Conflict of Interest Board Disclosure Form at the beginning of each year of their term on the Board and to disclose any additional conflicts of interest which may arise during the year with respect to issues brought before the Board. Complete the following statement, sign and return this document to the CRPA Office along with any explanation, as it may apply, as noted in the first statement below.

\_\_\_\_\_ I, my spouse or significant other, **HAVE** a financial or other relationship that may pose a potential conflict of interest. (Exceptions to 1–6 above must be accompanied with a full description of the interest, whether direct or indirect.)

\_\_\_\_\_ I, my spouse or significant other, **DO NOT HAVE** a financial or other relationship that may pose a potential conflict of interest.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_