



COMMUNITY
FOUNDATION
of Northeast Alabama

Not-for-Profit Board Membership Policy

The Community Foundation of Northeast Alabama and its trustees and employees have many direct and indirect relationships due to the Foundation's mission as a grantmaker. The public role of representing the Foundation is an important component of service and employment with the Foundation; however, Foundation trustees and employees can also be viewed as having an influential role in the outcome of Foundation grants. To avoid any undue conflict in the grant review and award process, the Board of Trustees enacts the following policy:

Trustees

Trustees are welcome to serve as board members, to participate as volunteers, or to be employed by not-for-profit organizations, agencies or institutions. However, a Foundation trustee must disclose any affiliations prior to and during their term as trustee. Further, the trustee must abstain from any decisions regarding grants for any not-for-profit affiliations that are: (1) applying for a grant from the Foundation or (2) have a current grant with the Foundation. In addition, Foundation trustees must disclose to the Foundation any conflict of interest related to a preference for, or a bias against, any applicant, as well as the nature of the conflict to assess the degree of potential influence.

Employees

Both full- and part-time employees are welcome and encouraged to serve on boards or participate as volunteers for not-for-profit organizations, agencies or institutions. However, a Foundation staff member may not serve as a board member for a not-for-profit organization that is (i) applying for a grant from the Foundation or (ii) has a current grant with the Foundation. In addition, Foundation employees must disclose to the Foundation committee or team any conflict of interest related to a preference for, or a bias against, any applicant, as well as the nature of the conflict to assess the degree of potential influence.

In the event that a staff member is on the board of an organization that applies for a grant or has an active grant with the Foundation, the staff member shall immediately resign from the organization's board. A staff member may continue to serve as a volunteer if, in their volunteer capacity, they do not exercise any leadership position or governance role on behalf of the applicant or grantee. Moreover, the staff member is required to disclose this potential conflict of interest as outlined above.

Approved: January 17, 2008

Revised and Approved: November 10, 2011