

## **TRUSTEE CONFLICT OF INTEREST**

Adopted at Full Board Second Reading: 6/23/05  
Revision originated with Board Management Committee  
Revision approved at First Reading: 9/10/09  
Adopted at Second Reading: 10/8/2009

### **Policy**

It is the ethical and legal duty of all Trustees to avoid conflicts of interest as well as the appearance of conflicts of interest.

### **Implementation**

In order to comply with the obligations thus imposed, the Trustees will adhere to the following standards:

1. Trustees will be familiar with the Code of Conduct for Trustees or the Code of Conduct for Town Representative Members, as appropriate, and will observe its provisions.
2. A Trustee will not take any action that would represent special interests or partisan politics for personal gain.
3. A Trustee will do nothing to give the impression that he or she has the authority to make decisions or take action on behalf of the Board of Trustees or the school administration.
4. A Trustee will not use his or her position on the Board in any manner intended to unfairly promote personal or financial interests or the interests of family members, friends or supporters.
5. A Trustee will not accept anything of value in return for taking particular positions on matters before the Board.
6. A Trustee will not allow his or her position on any issue to be influenced by anything other than a fair presentation of all sides of the question.

### **Avoiding Conflicts**

When a Trustee acknowledges his or her own conflict of interest as defined in this policy, he or she will declare the nature and extent of the conflict or appearance of conflict for inclusion in the Board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

### **Complaints of Conflict of Interest**

When a conflict of interest claim against a Trustee is brought to the President of the Board of Trustees in writing and the Trustee against whom the claim is made does not concur that a conflict in fact exists, the following Board procedures will be followed.

1. Until a disputed claim is resolved, the Trustee will refrain from voting or participating in discussion of the issue about which there may be a conflict of interest.
2. The Board of Trustees will hold a timely hearing on the conflict of interest claim, giving both the Trustee and the person bringing the claim an opportunity to be heard.
3. At the conclusion of the informal hearing, the remaining Trustees or the Executive Committee will determine by majority vote to take one of the following actions:
  - a. Determine that the conflict of interest charge is not supported by the evidence and is therefore dismissed.
  - b. Determine that the conflict of interest charge is supported by the evidence and that the member should disqualify him or herself from voting or otherwise participating in the Board deliberations or decision related to that issue.

*Cross Reference: Code of Conduct (B3R)*

# THETFORD ACADEMY BOARD OF TRUSTEES CONFLICT OF INTEREST STATEMENT

Originated with Board Management Committee

Approved at First Reading: 9/10/09

Approved at Second Reading: 10/8/2009

I have read the Trustee Conflict of Interest Policy (B.3), the Code of Conduct for Trustees (B.3R) or the Code of Conduct for Town Representative Members (B.3R) as appropriate, and the Appointed Trustee Committee Membership Policy (C.2R).

I have carefully reviewed my own situation, including specific financial interests, relationships and affiliations, in light of these policies.

(Check appropriate box below.)

- To the best of my knowledge and belief, I have no potential conflicts of interest with my anticipated duties as a Trustee of Thetford Academy.
- I have or may appear to have a potential conflict of interest with my anticipated duties as a Trustee of Thetford Academy.

Details of each of these potential conflicts are as follows (if necessary, continue on another sheet).

1.

2.

3.

I agree to notify the Board of Trustees promptly if any new circumstances develop that might be regarded as a potential conflict of interest with my duties as a Trustee of Thetford Academy.

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

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