**CONFLICT OF INTEREST POLICY**

The Board of Trustees is the governing body of the Association of New Jersey Environmental Commissions (ANJEC) and is responsible for the formulation and maintenance of ANJEC’s policies and for continuity. The Board of Trustees holds the fiduciary responsibility for the organization and for the protection of its assets. Trustees have a responsibility to support matters related to ANJEC’s mission, and to help develop its financial structure.

Each Trustee must devote time and attention to the affairs of ANJEC to ensure that all actions, including those of the executive director and staff, are in accordance with its bylaws and policies and the laws of the state of New Jersey. In establishing policies and in authorizing activities, the Board must ensure that the policies and activities will neither jeopardize ANJEC’s non-profit status nor reflect unfavorably upon the organization.

ANJEC conducts a variety of activities where conflicts of interest might possibly arise. Actual or perceived conflicts of interest could have a serious negative effect upon the organization, threatening its viability. The Internal Revenue Code prohibits private inurement and private benefit from a non-profit entity such as ANJEC by insiders. To avoid actual and perceived conflicts of interest, ANJEC’s Board of Trustees has adopted the following Conflict of Interest Policy:

1. The Association of New Jersey Environmental Commissions (ANJEC) will not conduct business with any business or professional entity in which a Trustee, staff member or family member of a Trustee or staff member is in a position to benefit financially. Trustees having an interest in an entity with which ANJEC is considering establishing a business or professional relationship are obligated to disclose such interest.
2. Staff members may not serve as Trustees.
3. No Trustee shall be compensated for work performed on behalf of or for services provided to ANJEC.
4. Trustees may, as individuals or through their companies, donate services for ANJEC’s benefit for which ANJEC provides no compensation.
5. Trustees may be reimbursed for expenses such as materials and travel only when expressly approved by the Board of Trustees.
6. When considering ANJEC business, every Trustee must have an undivided allegiance to ANJEC’s mission and hold in confidence organizational information not intended to be made public.. Conflicts of interest may arise over competing loyalties. To avoid such problems, the following policies are adopted:

a. When a Trustee is an elected member of the governing body of a government entity or a member to a governmental entity such as an Environmental Commission, Open Space Committee or similar organization with which ANJEC is engaged in any type of relationship, that Trustee must recuse himself or herself from all aspects of ANJEC’s review, discussion and voting for that transaction.

b. Trustees must recuse themselves from Board or Committee discussions and voting in situations where a conflict or potential conflict arises, according to the guidelines on conflicts set forth herein..

c. Trustees and staff must disclose any real or apparent conflicts of interest with their role as an ANJEC Trustee or staff member.

d. No Trustee or staff member may use knowledge of ANJEC’s opportunities, plans or operations or any non-public information acquired in his/her role as an ANJEC Trustee or staff member for personal or business use or for the use of other non-profit organization(s).

e. Issues discussed at ANJEC Board and Committee meetings are confidential and Trustees or staff should not discuss then with individuals outside the organization, unless the Board expressly authorizes public discussion or the issues are public knowledge.

f. Board, volunteers and staff may not use ANJEC’s name, property or facilities in connection with any political activity. ANJEC may engage in insubstantial lobbying activities (within its tax exemption status) in an attempt to influence legislation, but may not intervene directly or indirectly in any political campaign on behalf of or in opposition to any candidate for public office. Board, volunteers and staff members can engage in political activity within their individual capacity, but must scrupulously distinguish between their personal conduct and activity on behalf of ANJEC.

g. ANJEC may hire persons closely related to board or staff members only with the approval of the board. The board may approve such hiring after considering the qualifications and experience of the person and the cost of the contract compared to the qualifications, experience and cost of hiring an unrelated person. The board may request bids or proposals from other applicants for comparison. A contract with a person closely related to a board or staff member will be reconsidered every other year.

### **Violations:**

Any Trustee violating a standard of conduct may be asked to step down from the Board. Violations are to be brought to the attention of the executive committee. If meriting serious action, the executive committee shall discuss these violations in person with the Trustee. The executive committee may ask a board member to resign in the best interests of the organization.

Annual Disclosure Form - Conflict of Interest Policy

 I have read the Conflict of Interest Policy of ANJEC attached hereto. I confirm my agreement to the Policy and that to the best of my knowledge, except as disclosed below, I have not been, am not, and do not intend to be in violation of any of the provisions thereof.

If any situation should arise in the future which I think may involve me in a conflict of interest as described in the Policy or otherwise, I will disclose the situation to the Chairperson of the Board.

Date:

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

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annual Disclosure**

I hereby acknowledge that I have an affiliation or relationship with the following that might cause a conflict or be perceived as a conflict of interest.

Organization          Relationship      Duration of Relationship