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# IOWA WOMEN'S FOUNDATION

## Dualities of Interest Policy

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The Foundation wishes to avoid even the appearance of a conflict of interest so that the practices of the IWF can stand the close scrutiny of any individual wishing to question its independence. We believe that the matter of dualities of interest can most easily be handled through full disclosure of such interests, together with non-involvement in any vote in which such an interest may be relevant.

The Foundation therefore adopts the following Policy on Dualities of Interest that will apply to the Board of Directors, members of IWF Committees, members of the Community Review Panels, the Executive Director, and other Foundation employees and volunteers.

1. Dualities of Interest is understood to exist if a Board Member, Committee Member, Review Panel Member, Employee or Volunteer OR any member of their immediate family (spouse, partner, child or parent) is involved with an applicant project/organization in any of the following capacities (whether paid or volunteer):
  - a. governing board
  - b. staff
  - c. policy making or advisory body
  - d. consultant or professional business association
  - e. member/volunteer
2. Board members, Committee members, members of the Community Review Panels, Foundation employees and volunteers shall provide the Executive Director with a list of current positions held in other organizations (for-profit or non-profit). This list should be disclosed to the other members of the Board or Committee. The list shall be updated as necessary. The Executive Director will provide such a list to the Program Committee, as well as keep a current list in her personnel file. Please note: *confidential client-based relationships do not have to be disclosed.*
3. Board Members, Committee Members, Review Panel Members, Employees or Volunteers who declare such involvement shall not vote on that matter and shall not use their personal influence in the discussion of the matter. However, any volunteer who is excluded from voting pursuant to this policy may briefly state her or his position on the matter and answer pertinent question from other Board/Committee members when the non-voting member's knowledge will assist the Board or Committee.
4. The minutes of the Board meeting shall show that the person having duality of interest disclosed this interest and that she/he abstained from voting on the matter.
5. A copy of this policy, with attached dualities of interest disclosure form, shall be furnished to any person who is or becomes a volunteer or staff member of the Foundation.



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