

Butler Collaborative for Families (BCF)

PROTOCOLS, POLICIES and PROCEDURES RV (9/13/18)

Financial Approvals

All expenses from the BCF Budget shall be submitted to the BCF Executive Committee for approval along with a BCF Expense Check Request Form. Once an expense has been approved, it shall be signed by a Co-Chair and submitted to the Fiduciary.

Communication

All communication made on behalf of the BCF shall be reviewed, approved and signed by both Co-Chairs or a Co-Chair and Vice Chair prior to being sent.

Conflict of Interest Policy

Determination – There may be times when interests and/or concerns of an Executive Committee Member, their staff (*whether paid or volunteer*), immediate family, or any party, group or organization in which said persons holds a position as an employee, officer, director or partner, may be seen as competing with the interests or concerns of the BCF. Any concern regarding the existence of such a conflict of interest should be brought before the Executive Committee, meeting in Executive Session; at which time the matter will be discussed and deliberated. The final determination will be documented in the Executive Committee meeting minutes.

Duty-to-Disclose – Each Executive Committee Member is responsible to disclose, in writing, to the Executive Committee as a whole any conflict of interest. This disclosure must be updated annually through the completion of a BCF Conflict of Interest Form.

Self-Recusal – Each Executive Committee Member is responsible to recuse themselves at any time from involvement in any decision or discussion in which a conflict of interest may exist.

Form – Each Executive Committee Member shall sign a Conflict of Interest Form at the January Executive Committee Meeting.