



## **ISK Board of Directors** **Annual Conflict of Interest Disclosure and Agreement**

*Board members are appointed or elected to serve ISK and all its constituencies. The men and women who accept this position are expected to carry out their duties in a manner that inspires and ensures the confidence of the school and the broader community.*

*Board members shall exercise the utmost good faith in all transactions touching upon their duties to the school and its property. They shall not use their positions as Board members, or knowledge gained there from, so that a conflict might arise between the school's interest and that of any individual Board member.*

*A conflict of interest arises in any situation in which a Board member (and/or his/her immediate family) is involved in an activity that could adversely affect his/her objective judgment with respect to the business of the school, or otherwise diminish the interest of the school.*

### **Potential conflicts of interest related to fee decisions:**

*This information will not require the Board member to recuse him/herself from fee deliberations, but it is a reminder that each board member has an implicit conflict in such decisions if any fees are paid by the family.*

- \_\_\_\_\_ My child(ren)'s fees are paid entirely by my family.
- \_\_\_\_\_ My child(ren)'s fees are partly paid by an organization, and partly by my family.

*(Please provide details of the breakdown and the name of the organization: \_\_\_\_\_)*

- \_\_\_\_\_ My child(ren)'s fees are paid in full by an organization: ( \_\_\_\_\_ )

### **Other potential conflicts of interest:**

- **Businesses** in which I, or any family members, have an interest or in which I/they work or serve:

\_\_\_\_\_  
\_\_\_\_\_

- **Non-profit organizations** with which I, or any family members, are involved:

\_\_\_\_\_  
\_\_\_\_\_

- **Government agencies** with which I, or any family members, interact in the course of our work:

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, have read, understood and agree to abide by the above conflict of interest statements. I have fully disclosed any potential conflicts of interest, above, that might affect the objectivity of my judgment, perceived or real, in Board deliberations for the \_\_\_\_\_ school year.\* During the school year I agree to bring to the Board's attention any potential conflicts of interest that might be relevant to a particular deliberation, and will normally recuse myself from that discussion and decision.

\_\_\_\_\_  
(signature)

*\* This form is to be completed and signed by Board members at the beginning of each school year, including re-signing by returning board members.*

## **ISK Board Member Covenant**

I confirm I have read and understand the attached documents, listed below:

- Articles of Association
- Policy Manual
- Annex 1 – NAIS Principles of Good Practice for Independent School Trustees
- Annex 2 – Board Member Code of Conduct
- Annex 3 – Board Operating Agreements and the Conflict of Interest Declaration
- Annex 4 – Guidelines for Decision Making in Special Circumstances

I agree to abide by both the spirit and the letter of the attached in order to maintain the integrity and impartiality of the Board and the high standards expected of those elected and nominated to serve on it.

Signed: \_\_\_\_\_

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