

Prospective
MABTF
Board
of
Trustees
Application
Updated
1/23

Can be
completed
Electronically
and
submitted as
a Word Doc
or PDF

MAKING A BETTER TOMORROW FOUNDATION CONFLICT OF INTEREST POLICY

SECTION 1. PURPOSE:

MAKING A BETTER TOMORROW FOUNDATION is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of MAKING A BETTER TOMORROW FOUNDATION as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between MAKING A BETTER TOMORROW FOUNDATION and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of MAKING A BETTER TOMORROW FOUNDATION honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of MAKING A BETTER TOMORROW FOUNDATION. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with MAKING A BETTER TOMORROW FOUNDATION or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of MAKING A BETTER TOMORROW FOUNDATION. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning MAKING A BETTER TOMORROW FOUNDATION.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to MAKING A BETTER TOMORROW FOUNDATION.
2. Persons and firms from whom MAKING A BETTER TOMORROW FOUNDATION leases property and equipment.
3. Persons and firms with whom MAKING A BETTER TOMORROW FOUNDATION is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting MAKING A BETTER TOMORROW FOUNDATION.

6. Agencies, organization and associations which affect the operations of MAKING A BETTER TOMORROW FOUNDATION.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with MAKING A BETTER TOMORROW FOUNDATION.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with MAKING A BETTER TOMORROW FOUNDATION.
3. Receiving remuneration for services with respect to individual transactions involving MAKING A BETTER TOMORROW FOUNDATION.
4. Using MAKING A BETTER TOMORROW FOUNDATION's time, personnel, equipment, supplies, or good will for other than MAKING A BETTER TOMORROW FOUNDATION approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with MAKING A BETTER TOMORROW FOUNDATION. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of MAKING A BETTER TOMORROW FOUNDATION.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;

2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The board or a duly constituted committee thereof has determined that the transaction is in best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the board or a duly constituted committee thereof. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the board or a duly constituted committee thereof.

The board or a duly constituted committee thereof shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to MAKING A BETTER TOMORROW FOUNDATION. The decision of the board or a duly constituted committee thereof on these matters will rest in their sole discretion, and their concern must be the welfare of MAKING A BETTER TOMORROW FOUNDATION and the advancement of its purpose.

This policy was adopted on: October 3, 2014

General Board Member Job Qualifications and Description

Any person over 18 years of age shall be eligible to be selected or elected a Director of the Corporation. Directors must be committed to serving all segments of the community and must possess qualities of honesty and integrity. They must be conscientious in carrying out their duties and they must view their responsibilities as being to the Corporation, not to a particular constituency.

In this regard, a responsible Board Director:

1. Regularly attends board meetings and important related meetings.
2. Makes a serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.
7. Participates in fund raising for the organization.
8. Will chair at least one committee.

Committee Chair General Job Description

Committee chairs are the heart of the MABTF. Their committee work is a central factor for MABTF's success. With this understanding their unique and specific responsibilities will be determined by the General Board of Directors.

In this regard, a responsible Committee chair understands that he/she:

1. Is a member of the Board of Directors and/or Phi Beta Sigma Fraternity, Inc.
2. Sets tone for the committee work.
3. Ensures that board members, staff and volunteers have the information needed to do their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the Board's President.
6. Reports to the full Board on committee's decisions/recommendations.
7. Works closely with the with all board members
8. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
9. Initiates and leads the committee's annual evaluation.

Making A Better Tomorrow Foundation, Inc
Board of Directors Candidate Application

Date _____

Name _____
First MI Last Familiar name

Residence

Address _____

Phone _____ E-mail _____

Employer

Name _____

Your title _____

Address _____

Phone _____ E-mail _____

Type of business or organization _____

Primary service(s) and area/population served _____

Preferred method of contact () Work () Residence

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization	Role/Title	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education/Training/Certificates

Optional – Have you received any awards or honors that you'd like to mention?

How do you feel **(name of org)** would benefit from your involvement on the Board?

Skills, experience and interests (Please circle all that apply)

Finance, accounting
Personnel, human resources
Administration, management
Nonprofit experience
Community service
Policy development
Program evaluation
Public relations, communications

Education, instruction
Special events
Grant writing
Fundraising
Outreach, advocacy
Other _____
Other _____
Other _____

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of **(name of org)**.

Please tell us anything else you'd like to share.

Thank you very much for applying