



Conflict of Interest Policy

(Adopted by the OAPN Board of Directors, September 2023)

Our Conflict of Interest (COI) policy exists to protect the Ohio Arts Professionals Network (OAPN) and assist the Board of Directors, its committees and volunteers in making ethical decisions that benefit OAPN as a whole. The COI policy applies to OAPN Board Members, committee members, sub-committee members and volunteers.

A conflict of interest arises when someone associated with OAPN does not place OAPN's interest above their own interests or those of a third party. As a non-profit, our ethical conduct must be above reproach. Not only must we avoid an actual conflict of interest but also the appearance of, perception of, or potential for a conflict of interest. As a person associated with OAPN, it is your duty to disclose, on an annual basis or as a situation arises, other obligations or facts that might prevent you from acting in the best interest of OAPN and then remove yourself from discussions, actions, votes or other activities in relation to the conflict.

Should an issue arise that could be a potential conflict of interest, you have a duty to OAPN to notify the President of the Board of Directors of the potential conflict. Should the President of the Board of Directors have a potential conflict of interest, the President will notify the Executive Committee. The appropriate parties will confer, investigate and make a determination. Depending upon the determination, you may be asked to remove yourself from participation in discussions or votes related to the conflict or potential conflict.

Examples of potential conflicts:

- If a relative's company, or other business benefits you personally, bids on a contract from the organization or otherwise gains financially from OAPN.
- An opportunity to further the interests of or give preference to another organization over OAPN.
- A familial or personal relationship with someone else in OAPN or member of the Board of Directors. An action in which you stand to personally gain, directly or indirectly, from the results.

These are just a few examples – should you need clarification or are unsure if a conflict exists, please seek guidance from the President, or your Committee Chair.

All Directors and Committee members of OAPN must complete the Conflict of Interest Disclosure Form annually. In addition, it must be provided to all new Board Members and Committee Members, at the commencement of their service to OAPN.

Form can be found online in your member profile.