

**Board of Directors/Officers Conflict of Interest Policy**

The Board of Directors of the National Association for Interpretation (NAI) must act at all times in the best interests of NAI and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, Board members shall identify the potential conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, members of the Board of Directors shall:

- avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of NAI; while the receipt of incidental personal or third-party benefit may necessarily flow from certain NAI activities, such benefit must be merely incidental to the primary benefit to NAI and its purposes;
- not abuse their Board membership by improperly using their Board membership or NAI's staff, services, equipment, materials, resources, or property for their personal or third-party gain or pleasure, and shall not represent to third parties that their authority as a Board member extends any further than that to which it actually extends;
- not engage in or facilitate any discriminatory or harassing behavior directed toward NAI staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to NAI;
- not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to NAI without fully disclosing such items to the Board of Directors;
- provide goods or services to NAI as a paid vendor to NAI only after full disclosure to, and advance approval when deemed necessary by the procedures outlined by the Board, in such matters;
- not persuade or attempt to persuade any employee of NAI to leave the employ of NAI or to become employed by any person or entity other than NAI; and
- not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with NAI to terminate, curtail or not enter into its relationship to or with NAI, or to in any way reduce the monetary or other benefits to NAI of such relationship.

This policy shall apply not only to all members of the NAI Board of Directors, but also shall apply to all elected officers of the Association and others in the NAI governance structure as designated by the Association. All references herein to the Board of Directors shall be construed also to refer to these additional individuals.

## **National Association for Interpretation**

### **Conflict of Interest Procedure**

With the approval of an updated Board Conflict of Interest Policy by the National Board of Directors of the National Association for Interpretation on November 7, 2006, the following are the guidelines by which it will be administered.

The National Association for Interpretation in its goal of providing the highest quality membership services and products has always sought to enlist the services of professionals who are recognized as experts in their field. From time to time this has included individuals who also serve the Association as an elected or appointed leader of the organization. In order to eliminate the appearance of favoritism or conflict of interest in the decision making process, the National Board of Directors has updated its conflict of interest policy that seeks to eliminate not only the potential conflict of interest but the appearance of it as well. It is the purpose of these policies and guidelines to govern the manner in which the board acts to eliminate said conflict of interest and to provide guidance to the professional staff and board members in administering the operations of the association. The provisions of these policies shall apply to all current elected leaders of the association and any individuals who are appointed to standing National Committees

1. The professional staff of the Association will endeavor to seek the best individual for any program, product or service that they are developing as member services/products. If after careful consideration and review the best possible provider of such a product or service is one that falls under the limits of the policy, then the following guidelines shall be followed:

For any product or service of less than \$1500, the staff will provide to the Executive Committee on a monthly basis a list of those covered by the policy who have received such compensation. The Executive Committee, in turn, will keep the rest of the National Board of Directors informed via routine communication formats. (i.e., note in the EC conference call minutes, post in electronic updates, have the professional staff note in the monthly staff reports, etc.) No advance permission by the Board of Directors or Executive Committee is necessary.

For any product or service in excess of \$1500 or if the accumulated compensation for any one individual covered by this policy exceeds \$1500 on an annual basis, the professional staff will provide a brief case statement/request explaining the circumstances of why this is the best choice for the association. Such a request will be submitted to the National Executive Committee for approval. The Executive Committee retains the right to seek the advice and consent of the entire board of directors. A simple majority of the national board of directors would be necessary for approval. As with the payment of less than \$1500, the information will be shared with the entire Board of Directors on a regular basis.

2. This policy includes payment of not only cash but other non monetary forms of compensation as well.
3. The information about these payments to individuals will be available to members of the association upon request and will be noted in the financial summaries of the association on an annual basis.
4. Should any member of the association raise a concern or file a complaint regarding a possible violation of this policy, the complaint will be referred to the National Ethics Committee for its review and recommendations prior to any action by the National Board of Directors.

Revised 11/07/06