



**DWYER
COALITION**
for MILITARY
VETERANS & FAMILIES



Conflict of Interest Policy

Adopted by the Board of Directors – 2025

Next Scheduled Review – 2026 (or as amended)

Purpose

To ensure that all decisions made by the Dwyer Coalition for Military Veterans & Families, Inc. are based on the best interests of the organization, not influenced by personal or financial gain. This policy promotes integrity, transparency, and public trust.

Scope

This policy applies to all board members, officers, employees, contractors, and volunteers who are in positions of decision-making, influence, or fiduciary responsibility.

1. Definition of a Conflict of Interest

A conflict of interest occurs when a person's personal, financial, or professional interest could interfere with their duties to the Coalition. Examples include:

- Direct or indirect financial interest in a transaction involving the Coalition
- Employment or consulting relationships with vendors, grantees, or competitors
- Serving on the board of another organization that may compete for funding or partnerships

Family or romantic relationships that could bias decision-making

2. Duty to Disclose

All individuals covered by this policy must promptly disclose any actual, perceived, or potential conflict of interest in writing to the Executive Director or Board Chair. This includes:

- Relationships with vendors or contractors
- Financial interests in any decision before the board
- Situations that may raise questions about impartiality

3. Recusal Procedure

If a conflict is disclosed:

- The individual must **recuse themselves** from discussions and votes related to the matter
- The board or leadership will determine if additional steps are needed
- Recusals will be documented in meeting minutes for transparency

4. Annual Disclosure Requirement

All board members and senior staff must complete and sign a **Conflict-of-Interest Disclosure Form** annually. Updated forms are required when any new conflict arises during the year.



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5. Enforcement and Violations

If the board determines that a conflict was not disclosed:

- The board may issue a warning, request removal from a decision, or take disciplinary action
- Repeated or intentional violations may lead to termination of board or staff service

6. Public Accountability

This policy aligns with IRS guidelines for 501(c)(3) organizations and helps preserve the Coalition's credibility with funders, partners, and the veteran community.

Acknowledgment and Signature

I acknowledge that I have received, read, and agree to comply with the Conflict of Interest Policy of the Dwyer Coalition for Military Veterans & Families, Inc. I understand my duty to disclose any actual or potential conflicts and to avoid participating in decisions where such conflicts exist.

Name (Printed): _____

Title/Role: _____

Signature: _____

Date: _____

Optional:

Witness Name (Printed): _____

Witness Signature: _____

Date: _____