Conflict of Interest and Reporting Policy

Document No.: POL-01-001 Effective Date: 05/2026

Purpose

To ensure that all decisions are made in the best interest of the Association and to provide a clear process for disclosing conflicts of interest and reporting concerns.

Conflict of Interest

Standard of Conduct

Directors, officers, committee chairs, and volunteers shall act in the best interests of RRBA and avoid conflicts of interest or the appearance of impropriety.

Prohibited Conduct

No individual may:

- Use their position for personal, professional, or family gain
- Receive financial or material benefit from Association decisions
- Accept gifts or favors that could influence decision-making

Disclosure and Recusal

Any individual with a potential conflict must:

- Disclose the conflict promptly
- Refrain from participating in discussions or voting
- Leave the decision-making process as appropriate

All disclosures shall be documented and retained.

Annual Disclosure

Board members and officers must complete a Conflict of Interest Disclosure Form annually and update it as needed.

Reporting Concerns (Whistleblower)

Duty to Report

Individuals are encouraged to report suspected:

- Legal violations
- Financial misconduct
- Conflicts of interest
- Harassment or inappropriate conduct

Reporting Process

Reports may be made to:

- Any Board Officer
- Band Director, if needed

Reports may be confidential or anonymous to the fullest extent possible.

Review and Action

- Reports will be reviewed promptly by the Board
- Appropriate action will be taken if misconduct is substantiated
- Actions may include the removal of authority or position

Non-Retaliation

Retaliation against any individual who reports a concern in good faith is prohibited.

Enforcement

Failure to comply with this policy may result in disciplinary action, including removal from position or other Board action.