

## **Council for Accreditation of Counseling and Related Educational Programs**

### **BOARD OF DIRECTORS CONFLICT OF INTEREST POLICY**

1. All members of the Board of Directors must exercise good faith and avoid participating in any activity of the Board where there exists an actual or perceived conflict of interest. Such conflicts may exist, for example, where the Board member has a past or present relationship with a program under consideration for accreditation, or with a person who is employed in or closely associated with such program.
2. Members of the Board must discharge their duties in good faith, recognizing at all times their fiduciary duty to CACREP. To avoid any conflict of interest, CACREP Board members may not serve on the Boards of any other national professional counseling associations.
3. To further avoid any foreseeable conflict of interest, CACREP Board members may not serve on any national committees, interest groups, task forces or other such groups that might impact the work of CACREP.
4. With respect to Board decisions, members of the Board who become aware of circumstances that pose an actual or potential conflict of interest must recuse themselves from the decision-making process and take no part in the discussion or the vote. If the member advises the Chair that he or she wishes to be recused from the decision-making process, the Chair will honor the Member's decision, and the recusal will be noted in the minutes.
5. Members of the Board shall not use their position on the Board or information obtained as a result of their service on the Board to obtain financial gain or advantage for themselves or members of their family or business associates.
6. Members of the Board shall not disclose any confidential or proprietary information.
7. Any member of the Board who becomes aware of circumstances that he or she believes pose a conflict of interest for another Board member should:
  - A. Discuss the issue with the Member;
  - B. If the issue is not resolved to the satisfaction of both parties, inform the Chair of the underlying facts and her or his assessment of the appropriate resolution of the potential or actual conflict;
  - C. If the issue is not resolved to the satisfaction of all parties, the Chair presents the issue to the Board for decision.
8. If the Board determines that there is an actual or potential conflict of interest, the Member will be recused from all discussion and decision-making in the matter. The minutes will reflect a decision to recuse at any step in the process and will reflect any Board decisions not to recuse.
9. With respect to any other matter involving a fiduciary duty to the Board, the Member shall disclose the matter to the Chair, who may request additional information from the member. The Chair may refer the matter to the full Board which shall have the final decision and may prescribe any reasonable corrective action.
10. Each Board Member shall file, upon appointment and annually thereafter, a disclosure statement to the CACREP Executive Committee outlining her or his specific involvement in national professional counseling organizations.

*Adopted July 16, 2005*