



**Greater Together Community Funds
Town Selection Committee
Conflict of Interest Guidelines**

Purpose. The purpose of the Community Funds Town Selection Committee is to select a group of town residents to serve as the town's first Community Funds Advisory Committee. The Selection Committee process should be fair, inclusive and transparent, and result in the selection of a group of residents that reflects the town's diversity. These guidelines will assist Selection Committee members in maintaining this standard of fairness and integrity.

Context. The Hartford Foundation recognizes that all citizens have interests, and that Selection Committee members are serving in this capacity because of their knowledge of, and connection to, their community. Concurrently, Selection Committee members should execute their duties in a manner that places the interests of the community above their own personal interests.

Conflicts. A conflict of interest may arise from a situation in which a person is in a position to derive personal benefit from actions or decisions made in their capacity as a member of the Selection Committee. Selection Committee members should conduct themselves in a manner that avoids a conflict of interest or the appearance thereof.

For a more detailed outline of conflicts of interests, please see also the Conflict of Interest Policy for Community Funds, included in this tool kit.

Disclosure and Resolution of Conflicts.

Selection Committee members with a conflict of interest shall:

- Notify the other members of the Selection Committee of the conflict of interest
- Refrain from advocating for an individual from their own organization or the organization of a related person/member of their immediate family
- Leave the Selection Committee meeting during the review and discussion of, and the vote on, an individual involving the conflict of interest

These guidelines do not cover all possible situations that might arise and Selection Committee members should exercise reasonable judgement to apply these guidelines to specific situations.

August 6, 2019