

Please read these statements and policies carefully and confirm that you have understood and agree with each by signing the certification at the end of this document. Thank you!

Statement of board member duties

I am aware that, according to the language of the laws establishing 501(c)(3) designations, board members of any non-profit organization or corporation have a legal responsibility to fulfill three duties in their fiduciary and governing roles. These are:

- 1) care (e.g., of FOC and its assets),
- 2) loyalty (e.g., making decisions in the best interest of advancing the mission of FOC), and
- 3) obedience (e.g., ensuring FOC bylaws and mission are upheld, and that FOC complies with applicable laws and regulations, including in particular employment laws relating to employee rights and privacy).

I am ready to advocate for FOC and support this organization in its mission. I will treat FOC staff and my fellow board members with civility and respect, consistent with FOC's egalitarian and inclusive culture.

Confidentiality policy

Commitment to respecting the privacy of our donors, members, staff, volunteers and of Friends of the Clearwater itself is a basic axiom of FOC. Personal and financial information is confidential and should not be disclosed or discussed outside of the organization. As a rule, board members should not discuss employee-related or other sensitive information by email, particularly if using work-related (company, university, etc.) email addresses.

FOC employees, volunteers and board members may encounter information that is confidential and/or privileged and proprietary in nature. Such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Conflict of interest policy

A conflict of interest is when a board member, volunteer or employee has personal, financial, or professional interests that could, or appear to, compromise their ability to act objectively in the organization's best interest.

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Identifying conflicts of interest (and, for example, recusing oneself from certain discussions or votes) helps ensure that a member does not compromise or appear to compromise FOC's decision making processes.

(Please check one option below)

☐ I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member or me on the one hand and Friends of the Clearwater on the other.

OR

☐ I attach an explanation of any relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on the one hand and Friends of the Clearwater on the other.

Internal communications policy

In the context of FOC's work (as well as when representing FOC to the outside world), board members, employees and volunteers will focus on ideas and not engage in speech intended to intimidate, in name-calling or in personal attacks on each other or community members. Within FOC, board members and employees strive to welcome alternative perspectives, encourage each individual's full participation, minimize defensiveness, and build and maintain a sense of camaraderie.

Media relations/external communications policy

A nonprofit organization must ensure that board and staff distinguish between personal opinion and organizational positions. This is especially important when publishing information online or in print. A nonprofit organization may be held accountable for statements made by a board or staff member.

FOC engages in thoughtful, strategic, and well-planned communication with our members, allies, and the media. Documents or conversations (in person, or via email, Zoom or Slack) should be treated as confidential, even if not expressly indicated, particularly where they concern FOC's legal actions. Confidential information must be handled with discretion, and not distributed in printed form, posted to social media or online forums, or uploaded to or "chatted" about with any chatbots or AI large language model tools (including, but not limited to, ChatGPT, Microsoft CoPilot, Gemini, or DeepSeek).

All members of the board of directors have a duty to not misuse information or their position when representing FOC externally. An individual board member's primary role is to contribute to collective decisions and decisions rather than speaking or acting

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independently. If a board member is going to represent FOC to another organization (nonprofit groups, funders/philanthropic entities, media outlets, activists/academics/professionals), it is advisable to share in advance the content of their presentation/text/remarks with the Executive Director and/or the Board President to ensure conveyance of a cohesive message that aligns with FOC's ethical and professional standards.

If members of the board of directors are interviewed by or asked to provide statements to media representatives; have occasion to speak with volunteers/FOC members/allies; or post on social media about specific aspects of FOC's work, they must be appropriately prepared to speak about the specific topic and should represent FOC's work honestly, respectfully, and with pride in the history of our organization.

Harassment policy

As an organization, FOC is committed to creating an inclusive environment supportive of diversity, equity, and justice for all. All forms of harassment are prohibited, specifically including sexual harassment. Any board member, staff person or volunteer who engages in discriminatory or harassing conduct is subject to dismissal, as described in Article III(7) of the Friends of the Clearwater bylaws. Any alleged misconduct must be immediately disclosed to another board or staff member and investigated promptly and as confidentially as possible.

Whistleblowing policy

FOC strives to be accountable and transparent in its financial practices, has an "open door" policy with regard to complaints, and has a standard of "no retaliation" for raising concerns. Any complaints should be shared immediately with another board member or with the executive director so that an appropriate course of action can be determined and taken.

Certification

I have read FOC's policies as presented above, including board member duties, confidentiality, conflict of interest, media relations, harassment, internal and external communications, and whistleblowing policies. I agree to abide by the requirements of the policies and always inform a fellow board member immediately if I believe any violation (unintentional or otherwise) of a policy has occurred, so that the Board President or board as a whole may consider appropriate responses.

Signature _____ Name _____ Date _____