

**AMERICAN ASSOCIATION OF COMMUNITY THEATRE  
CONFLICT OF INTEREST POLICY**

**Adopted by the American Association of Community Theatre: February 2012**

A conflict of interest is present whenever a Board member, Endowment Trustee, or key employee of the American Association of Community Theatre has a financial interest in a proposed transaction or is a director or officer of the other entity to the proposed transaction. Such transactions may include services provided by the association, grants given to charitable organizations on which the trustee or officer also serves as an officer or director, purchase of services and/or tangibles from a vendor, and/or access to specialized or privileged information that can be used for personal gain.

American Association of Community Theatre requires its Board members, Endowment Trustees, and key employees to disclose all interests that they or a family member has in other for-profit or nonprofit entities where it is foreseeable that the Association may enter into a contract or award a grant or have other business or financial dealings with the entity. This shall include, but not be limited to, financial interests, officerships, directorships, and other similar substantial interests in any such entities.

Board members, Endowment Trustees, and key employees of American Association of Community Theatre are expected to maintain independence, objectivity and confidentiality and to do what a sense of fairness, ethics, and personal integrity dictate even though not necessarily obligated to do so by law, regulation, or custom. Board members and Endowment Trustees shall refrain from voting on a proposed transaction if in a conflict-of-interest situation and, if appropriate, shall withdraw from the meeting.

In order to avoid a conflict of interest that might embarrass the Board or the association, Board members, Endowment Trustee, and key employees must disclose any actual or possible conflicts, and the nature thereof, to the Board President or to the Executive Director of the Association annually, or as such situations may arise.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the Board President or to the Executive Director for consideration.

---

Signature

---

Date

---

Print Name