



Timberon Water & Sanitation District

Proudly serving the people of Timberon for over 30 years.

Address: 1 Bobwhite Cir., Timberon NM. 88350 Contact: 575-987-2250 or compliance@timberonwsd.com

Conflict of Interest Policy and Disclosure Form

In their capacity as members and staff, the members of the Board of Directors and staff of the Timberon Water and Sanitation District, known hereafter as TWSD, must act at all times in the best interests of TWSD. The purpose of this policy is to help inform the Board and staff about what constitutes a conflict of interest, assist the Board and staff in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual board members and/or staff members as described below.

Conflict of Interest Policy

1. Board members and staff members have a fiduciary duty to conduct themselves without conflict to the interest of the organization. In their capacity as Board members and staff members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the organization.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board or staff member's obligations to the organization and the Board or staff member's personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to the organization. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members – with the interested Board or staff members(s) recused from participating in debates and voting on the matter are required.
4. All actual and potential conflicts of interest shall be disclosed by Board and staff members to the Board of Directors Executive Committee, if formed, and General Manager through the annual disclosure from and/or whenever a conflict arises. The disinterested members of the Board shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Executive Committee shall inform the Board of such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

5. On an annual basis, all board and staff members shall be provided with a copy of this policy and required to complete and sign the acknowledgement and disclosure form below. All completed forms shall be provided to and reviewed by the Executive Committee, as well as all other conflict information provided by Board and staff members.

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Acknowledgement and Disclosure Form

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I have read the TWSD Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Board member or staff member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Chairperson and General Manager, as representatives of the Executive Committee, in writing.

Disclosure of Actual or Potential Conflicts of Interest:

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Signature: _____

Printed Name: _____

Date: _____

Secretary Signature: _____

Printed Name: _____

(SEAL)