

## NOTIS POLICY DOCUMENT no. 21

### Conflicts of Interest

While serving on the NOTIS Board of Directors and on NOTIS Divisions and Committees, each member of the Board (a “Director”) and all Division and Committee members must act primarily with the interests of NOTIS and its members in mind. For that reason, and to avoid any appearance of a conflict of interest, the Board has adopted the following policy regarding conflicts of interest.

A conflict of interest is defined as a situation in which a Director or a Division or Committee Chair (collectively referred to as “Decision Makers”) or Division or Committee member or his or her immediate family member has an actual, potential, or perceived financial or personal interest that could be seen as influencing their decisions or actions in any matter coming before them for decision.

- 1) **Disclosure and documentation.** Decision Makers and Division and Committee members must recognize and disclose their own conflicts of interest. When a conflict of interest arises:
  - a) The interest of that individual must be fully disclosed to the Board of Directors and/or the Committee or Division making the decision, orally or in writing, before any debate or vote on the matter.
  - b) No individual may participate in debate on any matter for which he or she has disclosed a conflict of interest.
  - c) No individual may vote on any matter for which he or she has disclosed a conflict of interest.
  - d) All disclosures must be recorded in the meeting minutes, with a reasonably detailed description of the disclosure, the individual’s recusal from the discussion, and the individual’s abstention from the vote.
- 2) **Financial compensation.** Directors and the heads of Divisions and Committees serve in a volunteer capacity and receive no financial compensation in exchange for performing their regular duties for NOTIS. Furthermore, Decision Makers may not be paid for any additional services rendered to NOTIS, above and beyond their official duties.

- 3) **Scholarships.** During their term in office, Decision Makers, members of NOTIS Divisions and Committees, and their immediate family members may not apply for a NOTIS scholarship.
- 4) **Membership in other organizations.** Serving on the NOTIS Board or on a NOTIS Division or Committee in no way precludes that individual from joining, advising, or participating in another organization in the language industry, provided such activity does no obvious harm to NOTIS's members, plans, or priorities.

Adopted by the Board of the Northwest Translators and Interpreters Society

on November 16, 2020

Signed:



Shelley Fairweather-Vega, President

November 16, 2020

date



Lindsay Bentsen, Vice President

11/16/2020

date