

National Conference on Ministry to the Armed Forces (NCMAF)

Conflict of Interest Policy

Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity, independence, and public trust of the National Conference on Ministry to the Armed Forces (NCMAF) by ensuring that all decisions and actions are made solely in the best interest of NCMAF. This policy is intended to comply with applicable laws and IRS requirements for nonprofit organizations.

1. Definitions

- **Interested Person** – Any NCMAF board member, officer, committee member with Board-delegated powers, employee, or volunteer who has a direct or indirect financial interest.
- **Financial Interest** – A person has a financial interest if they, or a family member:
 - Have an ownership or investment interest in any entity with which NCMAF has a transaction or arrangement.
 - Receive compensation from NCMAF or from an entity with which NCMAF has a transaction or arrangement.
 - Have a potential ownership, investment, or compensation arrangement with any entity that may benefit from NCMAF's decisions.
- **Family Member** – Includes spouse, domestic partner, parent, child, sibling, in-laws, or any household member.

2. Duty to Disclose

An Interested Person must disclose any actual or potential conflict of interest to:

- The Board of Directors (for board or committee members).
- The Executive Director (for staff and volunteers).

Disclosures must be made as soon as the potential conflict is identified and recorded in the minutes of the meeting where the matter is considered.

3. Determining Whether a Conflict Exists

- After disclosure, the Board (or designated committee) will discuss the matter without the presence of the Interested Person.
- The Board will decide if a conflict exists and record the decision in the minutes.

4. Procedures for Addressing a Conflict

1. The Interested Person may make a statement but must then leave the meeting during discussion and voting.
2. The Board will determine whether NCMAF can obtain a more advantageous arrangement with reasonable effort.
3. If not, the Board may approve the transaction only if:
 - It is fair, reasonable, and in NCMAF's best interest.
 - The decision is approved by a majority vote of disinterested directors.

5. Violations of the Policy

If the Board or committee has reasonable cause to believe a member has failed to disclose a conflict:

- The individual will be informed and given the opportunity to explain.
- If the Board determines a violation occurred, appropriate corrective action will be taken, which may include removal from the Board or termination of employment/volunteer service.

6. Records of Proceedings

The minutes of the Board and committees with Board-delegated powers shall document:

- The names of persons with disclosed conflicts.
- The nature of the conflict.
- The discussion and decision-making process.
- The final decision and voting results.

7. Annual Disclosure Statement

Each Board member, officer, and key employee must annually sign a statement affirming that they:

- Have received and read this policy.
- Understand and agree to comply with it.
- Disclose any known potential conflicts of interest.

8. Periodic Review

The Board will conduct periodic reviews to ensure NCMAF is operating in compliance with this policy, nonprofit laws, and charitable purpose requirements.

Approved by the NCMAF Executive Committee on: January 11, 2026

Signature, Executive Committee Chair: Reneé D. Owen

Signature, Executive Director: Dayle A. Kuykendall

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