



First Baptist Church of Arlington administrative committee members are expected to avoid conflicts of interest involving any matter pending before their respective committee(s). A conflict of interest is deemed to exist when a member is confronted with an issue in which the member has a personal or financial interest or an issue or circumstance that could render the member unable to devote complete loyalty and singleness of purpose to the church's interest. An administrative committee member owes to the committee and the church a fiduciary duty to act in the best interest of the church.

Accordingly:

1. Members must avoid conflicts of interest with respect to their fiduciary responsibility.
2. Members will annually disclose their involvements with other organizations, with vendors, or any other associations that might produce a conflict.
3. There must be no self-dealing or any conduct of private business or personal services between any committee member and the church except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.
4. All committee members and employees shall disclose all real or apparent conflicts of interest that he or she or a member of his or her family might have.
 - a. Disclosure means providing to the committee chair and the Associate Pastor of Operational Resources a written description of the facts comprising the real or apparent conflict of interest. Such disclosures will be noted for the record in the minutes of the committee.
 - b. In addition to filing a notice of disclosure, the committee member must abstain from:
 - i. participating in discussions or deliberations with respect to the subject of the conflict,
 - ii. using personal influence to affect deliberations,
 - iii. making motions, or
 - iv. voting.
5. A committee member who has disclosed a conflict of interest will be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes will reflect the individual's disclosure, the vote, and the individual's abstention from participation and voting. Such committee member who has disclosed a conflict of interest will be excused during discussion and voting on that particular issue to ensure open discussion.
6. Committee members must not use their positions to obtain employment for himself or herself, family members, or close associates. Should a committee member desire employment, he or she must first resign.
7. Committee members will not accept a gift of substantial value (in excess of \$100) or economic benefit that would tend to improperly influence a reasonable person or which the committee member knows or should know is primarily for the purpose of a reward for official action. Gifts related to special occasions, such as weddings and commonly celebrated holidays or events, are exempt.
8. Committee members will not receive any compensation for services as a committee member.