



CODE OF ETHICS

Wenatchee Valley College Foundation board members, by virtue of their responsibilities, represent the college and foundation. They have, therefore, a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct.

As a Wenatchee Valley College Foundation board member, I will:

- Focus my efforts on the mission of the Foundation.
- Promote the merits of Wenatchee Valley College and of education generally.
- Embody respect for truth, fairness, free inquiry, and the opinions of others. Approach all board issues with an open mind, prepared to listen and respect the opinions of my board colleagues, and be ready to make the best decisions for everyone involved.
- Respect all individuals without regard to race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.
- Safeguard privacy rights and confidential information.
- Represent the interests of all people served by Wenatchee Valley College Foundation and not favor special interests inside or outside the foundation.
- Not grant or accept favors for personal gain or for the gain of my friends or business acquaintances. Not solicit or accept favors for Wenatchee Valley College Foundation where higher public interest would be violated.
- Declare conflicts of interest between my personal and professional life and my position on the board and abstain from voting, if appropriate. Avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities.
- Follow the letter and spirit of laws and regulations affecting institutional advancement.
- Avoid an appearance of impropriety, where it may appear to a reasonable observer to be improper, whether such a circumstance is an actual violation of policy or law.
- Observe these standards and actively encourage colleagues to join them in supporting the highest standards of conduct.
- Do nothing to violate the trust of those who elected or appointed me to the board, or of the students we serve.
- Never attempt to exercise authority as an individual board member, except when acting in a meeting with the full board or as delegated by the board.
- Respect the roles and responsibilities of Foundation staff.

Printed Name: _____ **Signature & Date:** _____



CONFLICT OF INTEREST

After identifying the issue, matter, or transaction with respect to a conflict, a board member with a conflict shall withdraw from any further involvement in that issue, matter, or transaction unless a majority of the disinterested board members determine that the conflict is:

- a. Immaterial or not averse to the interests of the WVC Foundation *or*
- b. The benefits of allowing the person with the conflict to participate in the discussion or consideration, but not the final decision, outweigh the dangers; in which case the person may participate in the discussion, study or consideration of the issue, matter or transaction, but not the decision.

The minutes of the meeting at which the disclosure of any conflict is made will reflect that the disclosure was made and whether the person with the conflict withdrew, after making full disclosure of the matter in question and the conflict, and if he or she was present (or not present) for the final discussion of the matter and the final vote.

Please describe below any relationships, transactions, positions held (volunteer or otherwise), or circumstances you believe could contribute to a conflict of interest.

Please include other nonprofit or for-profit boards you (or your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer or any businesses you or a family member own:

1. _____
2. _____
3. _____
4. _____
5. _____

Printed Name: _____

Signature & Date: _____



CONSENT FOR ELECTRONIC NOTIFICATION

The undersigned, a member of the Board of Directors of the Wenatchee Valley College Foundation, hereby consents to notice of members’ meetings by electronic transmission and submits this consent pursuant to RCW 24.03A.010.

Electronic notification of members’ meetings should be sent to:

_____	_____
Name	Phone Number
_____	_____
Email Address	Email Address (Alternate- optional)

As a courtesy, the above email will be included in all meeting invitations for Outlook.

EFFECTIVE this _____ **day of** _____, **202**_____.

Signature