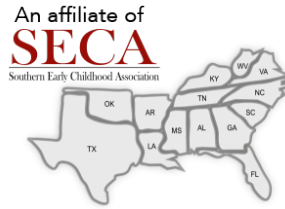




Florida Association for the
Education of Young Children



An Affiliate
of **naeyc**

Florida Association for the Education of Young Children

2019 Board Member Agreement

I. FLAEYC Confidentiality Statement

In connection with your volunteer service with FLAEYC, you may be exposed to or have access to certain confidential and proprietary information related to or arising out of this work (collectively "confidential information"). This confidential information may include, but is not limited to, information on the finances, investments and reserve funds, fund development initiatives and activities, real estate holdings and other fiscal and capital resources, mergers and/or acquisitions, and the policies of and managerial and administrative operations of FLAEYC.

As a matter of FLAEYC policy, FLAEYC's Executive Board asks that all volunteers, members, employees, and consultants working with such confidential information explicitly agree to respect and maintain the confidentiality and integrity of this information and to not disclose it in any manner to any other person or entity, under any circumstances, without the express and authorized permission of the FLAEYC President or Executive Director.

Accordingly, you agree to the following:

1. You will not disclose or cause to be disclosed to anyone other than specifically authorized and designated FLAEYC persons any confidential information (as defined above); this restriction shall apply at any time and under any circumstance, unless otherwise specifically directed or authorized by the FLAEYC President or Chief Administrative Officer.
2. You will keep all such confidential information in a secure place and will take all reasonable steps to protect against inadvertent disclosure, loss, or theft of the confidential information.
3. Upon completion of your term, you will promptly return any and all confidential information in your possession or under your control or stipulate in writing that such information has been properly destroyed and discarded.

II. Conflict of Interest Statement

All FLAEYC officers, committee chairs, and FLAEYC committee members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest, or the perception a conflict of interest. An actual or potential conflict of interest occurs when an officer is in a position to influence a decision that may result in a personal gain for the Board Member or for a relative or take an action that may be in opposition to the mission of the Association or the Board.

No "presumption of guilt" is created by the mere existence of relationships with outside firms or agencies. However, if an officer has any influence on transactions involving purchases, contracts, or leases, or affiliation with organizations that may cause potential conflicts it is imperative that

FLORIDA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

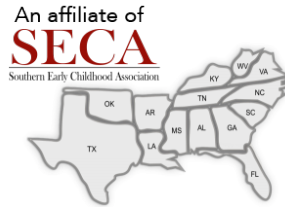
2807 Remington Green Circle, Tallahassee, FL 32308

info@flaeyc.org ~~ (754) 999-0544

www.flaeyc.org



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he or she disclose to the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an officer or relative has a significant ownership in a firm with which FLAIEYC does business, but also when an officer or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction of business dealings involving FLAIEYC. In addition, conflicts or perceived conflicts may arise where actions to support one agency, organization or personal views appear to work in opposition to FLAIEYC goals.

The materials, products, designs, plans, ideas, and data of FLAIEYC are the property of FLAIEYC and should never be given to an outside firm, association, or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an officer has personally gained by such action, constitutes unacceptable conduct.

Any Association officer, committee chair or member who is deemed in conflict with this policy by the Board shall be subject to disciplinary action, up to and including removal from office.

III. Whistle Blower Policy

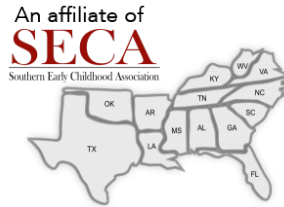
When a Board member of FLAIEYC has concrete evidence that another Board member or a staff member is violating conflict of interest laws or misappropriating association funds for their own benefit, that Board member shall report the violation to the appropriate authorities.

IV. Board Member Donation Policy

Florida Association for the Education of Young Children (FLAIEYC) asks for a cash donation as part of the responsibilities and obligations of FLAIEYC Board members annually. In order to be able to apply for grants, FLAIEYC Board members need to demonstrate that they value the organization and before asking other companies to donate, show they support the organization with a meaningful donation once a year. The amount will be kept anonymous by the Financial Officer, who will notify Board members at the beginning of each fiscal year of their donation obligation. The FLAIEYC budget will only list a compilation of all donations. This figure will be printed on grant applications as requested.



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V. Board Member Signature

I _____ have read the 2019 Board Member Agreement as contained within this document and agree to abide by the requirements and expectations. I understand that if I have any concerns or questions, I should communicate directly with either the Board President or Executive Director.

Signature and Date