Blessyn Melody Foundation Inc.

# Conflict of Interest Policy

Effective Date: May 29, 2025

## I. Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity and mission of Blessyn Melody Foundation Inc. (BMF) when considering relationships, partnerships, and transactions that may benefit or influence the interests of its board members, staff, or affiliates. This policy ensures that decisions are made objectively, transparently, and in the best interests of the Foundation.

## II. Definitions

- A Conflict of Interest arises when a board member or staff member has a personal or financial interest in any matter pending before BMF that may compromise or influence their impartiality.

- A Related Party is any family member, business associate, or organization with which a board member or staff member has a formal or informal relationship.

- Monetary Endowments refer to any grants, donations, or financial gifts given to the Foundation for programmatic or operational purposes.

## III. Conflict Disclosure and Resolution

1. Disclosure: All board members must disclose any actual, potential, or perceived conflict of interest annually and as they arise.

2. Review: The Executive Director and Board President shall review disclosed conflicts and determine whether the member shall abstain from discussion or voting on related matters.

3. Abstention: A conflicted board member must recuse themselves from decisions involving the related interest.

4. Documentation: All conflict disclosures and resolutions will be recorded in meeting minutes.

## IV. Partnerships and Monetary Endowments Clause

BMF may enter into partnerships or accept monetary endowments with organizations, businesses, or individuals provided:

- The partnership aligns with the mission and goals of BMF.

- No board member receives direct personal financial benefit from the partnership without disclosure and approval.

- All partnerships involving board member affiliations must undergo review and board approval.

- Endowments and major gifts over $5,000 will be disclosed publicly in annual reports.

## V. Board Member Roles and Responsibilities

All board member roles are subject to change annually through a formal vote. Reappointment, separation, or reassignment will be determined by majority board vote. All members are expected to operate ethically, free from personal financial conflicts, and act solely in the interest of BMF.

1. Sayonyah Askew – Executive Director / Program Developer

 - Oversees all program development, strategic direction, and administrative operations.
 - Maintains external partnerships and represents the Foundation in public and professional settings.

2. Sabrina Davis – President & Treasurer of Finances and Purchases

 - Presides over board meetings and organizational oversight.
 - Manages financial transactions, budget oversight, and purchase approvals.

3. Juanisha Blunt – Secretary

 - Maintains all board records, takes meeting minutes, and schedules board functions.
 - Coordinates event planning logistics and board member communications.

4. Ivette Meade – Education Liaison / Bilingual Support for Children

 - Acts as the bridge between educational institutions and BMF initiatives.
 - Provides bilingual support and ensures access to services for non-English-speaking children and families.

5. Kah’myiah Scott – Team Leader

 - Leads internal team coordination and mission-driven execution.
 - Develops innovative strategies and ensures successful event implementation.

## VI. Policy Review and Compliance

This policy shall be reviewed annually. All board members and key staff are required to sign an acknowledgment of this policy, affirming their understanding and agreement to comply.

## Signature Acknowledgment

I, the undersigned, have read and understood the Conflict of Interest Policy of Blessyn Melody Foundation Inc., and I agree to abide by its terms.

Board Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_