**SkillsUSA West Virginia Confidentiality & Conflict of Interest Policy**

Members of the SkillsUSA West Virginia Board of Directors and state director serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to the SkillsUSA organization. Board members and state director shall conduct themselves with integrity and honesty and act in the best interests of the students in West Virginia.

Disclosure by a board member or state director of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the SkillsUSA West Virginia organization and protection of each individual.

For the protection of its integrity and its 501(c)(3) status, and for our protection, we, the undersigned officers, individually, during our terms of office, shall:

1. Abide by and represent our SkillsUSA national bylaws, policies, positions, procedures and purposes and mission statement;

2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare any and all personal and/or extended family conflicts of interest when SkillsUSA WV issues, decisions, and funds are involved;

3. Not misuse the SkillsUSA WV’s federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted SkillsUSA programs, projects, and activities.

4. Refrain from making any slanderous or defamatory statement(s) that will in all likelihood result in harm to the SkillsUSA name or brand.

5. Publicly present a united front on decision made as the SkillsUSA Board of Directors.

6. Maintain confidentiality as a member of the SkillsUSA Board of Directors and state director.

8. Abide by the following conflict of interest policy:

a. SkillsUSA Board of Director members SkillsUSA West Virginia state director, and/or their families shall not use their relation to the organization for financial, professional, business, employment, personal, and/or political gain.

b. A conflict of interest exists when board member, director, and/or member would have to participate in the deliberation or decision of any issue of while, at the same time, the board member and/or his/her extended family has financial, professional, business, employment, personal and/or political interests outside that could predispose or bias the board member, state director or member to a particular view, goal or decision.

c. Board members and state director shall declare to the officers of conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this organization and their and/or their extended families’ financial, professional, business, employment, personal and/or political interests.

d. When a conflict of interest is declared, the board members and director shall not use his/her personal influence of position to affect the outcome of this vote and shall leave the room during deliberations and the vote.

e. The minutes of the meeting shall reflect that a conflict of interest was declared.

f. Executive Board members shall not:

i. Use SkillsUSA name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.

ii. Directly or indirectly use their current SkillsUSA position or the organization for or against any specific candidate for elected public office.

We, the undersigned board members/director, have read and agree to abide by this policy and understand that the failure to adhere to the above guidelines may result in the termination of the undersigned as board members and will require the immediate return of all SkillsUSA property, documents and materials belonging to this SkillsUSA West Virginia organization.