

American International School of Monrovia



Board of Trustees

Code of Ethics and Conflict of Interest Document

AISM Board of Trustees - Annual Conflict of Interest Disclosure and Agreement

Trustees are appointed or elected to serve AISM and all its constituencies. The men and women who accept this position are expected to carry out their duties in a manner that inspires and ensures the confidence of the school and the broader community.

Trustees shall exercise the utmost good faith in all transactions touching upon their duties to the school and its property. They shall not use their positions as Board members, or knowledge gained therefrom, so that a conflict might arise between the school's interest and that of any individual Trustee.

A conflict of interest arises in any situation in which a Trustee (and his/her immediate family) is involved in an activity that could adversely affect his/her judgment with respect to the business of the school, or otherwise diminish the interest of the school.

I, _____, have read and understood the Board Policy on Conflict of Interest and have read and agreed with the preamble above. I have fully disclosed any potential conflicts of interest, below, that might affect the objectivity of my judgment, perceived or real, in Board deliberations for the _____ school year.* During the school year I agree to bring to the Board's attention any potential conflicts of interest that might be relevant to a particular deliberation, and will normally recuse myself from that discussion and decision.

(signature)

Potential conflicts of interest related to fee decisions:

Liberian Physical Address
Old Road, Congo Town
Monrovia, Liberia

Director: Jeff Trudeau
Telephone: 00231(0)777-818-776
Email: jefftrudeau@aismonrovia.com

Liberian Mailing Address
American International School of Monrovia
P.O. Box 1626
Monrovia, Liberia

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This information will not require the Trustee to recuse him/herself from fee deliberations, but it is a reminder that each board member has an implicit conflict in such decisions if any fees are paid by the family.

- _____ My child(ren)'s fees are paid entirely by my family.
- _____ My child(ren)'s fees are partly paid by an organization, and partly by my family. (Please provide details of the breakdown and the name of the organization:

- _____ My child(ren)'s fees are paid in full by an organization: (_____)

Other potential conflicts of interest:

- Businesses in which I, or any family members, have an interest or in which I/they work or serve:

- Non-profit organizations with which I, or any family members, are involved:

- Government agencies with which I, or any family members, interact in the course of our work:

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** This form is to be completed and signed by Board members at the beginning of each school year, including re- signing by returning board members.*

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