



CONFIDENTIALITY POLICY FOR BOARD MEMBERS, COMMITTEE MEMBERS, AND STAFF

The following policies apply to members of the Interfaith Mission, Inc. dba Mission 25 board, its staff, volunteers, and to members of committees authorized by the board. References in the policies to board members are intended also to apply to committee members.

Board and Committee Meetings: On any vote of the board, both the numbers of affirmative and negative votes and the individual votes of board members, unless specifically requested by a member otherwise, shall be confidential but the record of individual votes must be kept on file.

Board, committee, and staff members shall not disclose to anyone outside of Interfaith Mission, Inc. dba Mission 25 the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the board's chair before making such a disclosure.

The general "sense of the board" on a particular matter may be conveyed to an applicant, grantee, vendor, or donor when the sharing of such information is helpful in conveying the board's concerns. However, such information should only be shared with the concerned party. In addition, such information may be shared with a donor or with another grantmaker when the information has been requested and is deemed important in helping the donor or grantmaker arrive at an informed decision on a grant proposal or opportunity.

Executive Sessions: The minutes of the board meeting shall indicate when the board goes into executive session but shall not normally reflect any of the topics or discussion that occurs in executive session. However, when the board takes an action in executive session that needs to be recorded, the board chair will provide any such text that is to be included in the official minutes of the meeting.

Board and Program Committee Docket: The docket prepared for the board and staff is confidential and should be treated as an internal document restricted to Interfaith Mission, Inc. dba Mission 25 use. No portion of the docket may be shared, in written or oral form, with any individual or with any organization outside of Interfaith Mission, Inc. dba Mission 25. Exceptions may be made only with the consent of the Executive Director.

Personal Information on Staff and Board Members: The home addresses, telephone numbers, and e-mail addresses of board, committee, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.

Information on a Donor's Fund: All information concerning a donor's fund, other than information published in the annual report, newsletter, or Interfaith Mission, Inc. dba Mission 25 publication, shall remain confidential unless approved by the donor. This includes information on the size and types of grants, the size of the fund, and other such information.

Information on Donors and Prospects: All information obtained about donors and prospective donors will remain confidential and not discussed with any individual other than a board or staff member, unless otherwise authorized by the donor or prospective donor.

The home addresses, telephone numbers, or e-mail addresses of donors and prospective donors are not to be given out to any individual or organization without the express permission of the person to be disclosed.

When a donor requests that his or her gift or fund be treated as an anonymous gift or fund, the donor's wishes are to be honored by both board and staff members. All staff members shall adhere to the principle that all donor and prospect information created by, or on behalf of, Interfaith Mission, Inc. dba Mission 25 is the property of Interfaith Mission, Inc. dba Mission 25 and shall not be transferred or utilized except on behalf of Interfaith Mission, Inc. dba Mission 25.

In signing this statement, I confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Please print name: Board Member, Committee Member, Staff Member

Signature: Board Member, Committee Member, Staff Member

Date