

CONFIDENTIALITY POLICY

For Board Members, Volunteers, Committees, and Staff

The following policies apply to members of greeNest of Winston-Salem, NC, Board, volunteers, and staff, 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 greeNest of Winston-Salem 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 grant maker when the information has been requested and is deemed important in helping the donor or grant maker 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. Any disclosure by any member of the Board to anyone outside of the executive session will result in the dismissal of the Board member.

❖ **Board and Program Committee Docket**

- The agenda prepared for the Board and Staff is confidential and should be treated as an internal document restricted to greeNest use. No portion of the agenda may be shared, in written or oral form, with any individual or with any organization outside of greeNest. Exceptions may be made only with the consent of the Executive Director and Board Chair.

❖ **Personal Information on Staff and Board Members**

- The home addresses, telephone numbers, fax numbers, and email addresses of Board members, Committee members, Volunteers, or Staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed. s of Board members, Committee members, Volunteers, or Staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.

❖ **You will be asked to sign a release stating that you have read and understand this policy.**