

# TASC

## POLICY AND PROCEDURE MEMORANDUM

<b>Title:</b>	Serving on a For-Profit or Nonprofit Board
<b>Purpose:</b>	TASC encourages employees to serve on local boards to support community services and as professional development opportunities; both for profit and nonprofit. Eligibility and expectations of serving on a board are listed below.

### Details:

#### 1. Employee Eligibility:

- a. All regular, full-time and part-time employees
- b. Notification
  - i. Prior approval is required in advance of accepting a board role
  - ii. Employee must email their immediate supervisor with a copy to Human Resources
- c. Employee must be in good standing
- d. Conflict of Interest
  - i. HR and Supervisor will verify that board opportunity does not create a real or perceived Conflict of Interest.

#### 2. Expectations

- a. Board representation may not interfere with business expectations and schedules.
- b. Board participation must be added to employee HRIS record.
- c. Nonprofit boards:
  - i. Use of Volunteer time or Dollars for Doers is acceptable for time serving nonprofit boards.
  - ii. TASC may assist with the financial obligations of serving on a nonprofit board.
- d. For-profit boards:
  - i. Employees must use Paid Time Off or make up work time spent serving on a for-profit board.