

## **SERVICE AS A MEMBER ON BOARDS, COMMISSIONS, ASSOCIATIONS OR ADVOCACY GROUPS**

The Division recognizes that employees may want to engage and serve as members of certain governing boards, commissions, associations, or advocacy groups seeking to influence public policy outside their Division employment. The Division appreciates such contributions by employees to their communities. In order to ensure that such service as members does not have a conflict of interest or violate any University of Arkansas Board of Trustee Policies<sup>1</sup> or Division policies, a Division employee must notify his/her immediate supervisor in writing, on an annual basis, if the employee is considering participating or seeking election to such governing boards, commissions, or advocacy groups. For purposes of this policy, “governing board” refers to the board of directors of a for-profit or nonprofit entity. Division employees shall not use official time or Division property in their duties as a member of such governing boards, commissions, or advocacy groups. This policy does not include service as members or elected members on boards, commissions, associations in which the employee is serving in their official capacity as part of their official job duties and responsibilities (e.g. State Plant Board, Soybean Board, Professional Associations, etc.).

Supervision notification is not required for service on common nonprofit charity boards or associations (e.g. library boards, school boards, church boards, Big Brothers and Big Sisters) or local chamber of commerce boards. If there is a determination that by serving as a member of such board, commission, associations, or advocacy group, there is a violation of Board or University policies, or a conflict of interest exists or might give rise to the appearance of a conflict of interest, then the Division employee will not be able to serve as a member of such board, commission, or advocacy group.

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<sup>1</sup> UA Board Policies 465.1, 340.1

**UNIVERSITY OF ARKANSAS SYSTEM DIVISION OF AGRICULTURE  
SERVICE AS A MEMBER ON BOARDS, COMMISSIONS, ASSOCIATIONS  
OR ADVOCACY GROUPS REQUEST**

Employee's Name \_\_\_\_\_ Department/Unit \_\_\_\_\_

Dates: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

1. Name of the Board, Commission, Advocacy Group, etc?

\_\_\_\_\_

2. Will your service as a member of this organization occur during work hours?

Yes  No

3. Explain the mission and activities of this organization.

\_\_\_\_\_  
\_\_\_\_\_

With my signature below, I acknowledge the University of Arkansas System Board policies, along with Division of Agriculture's policies require Division employees have an obligation to avoid ethical, legal, financial and other conflicts of interests with their obligations to the University and the Division and their welfare. I have read such policies and certify that I have and will disclose any relationships or activities which might give rise to conflicts, or the appearance thereof, with my duties, responsibilities, or obligations to the Division of Agriculture. I accept full responsibility should any such conflict arises.

I certify that this request in no way conflicts with my duties and responsibilities as an employee of the University of Arkansas Division of Agriculture and with the administrative units of the Division. Furthermore, I certify that this request will not compromise the positions or policies of the Division. I accept full responsibility should any such conflict arise.

I also certify that I will not make use of University or Division facilities, equipment or property in connection with my service as a member on any board, commission, association or advocacy group.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

**APPROVAL REQUIRED:**

Service as a Member: Approved  Denied

\_\_\_\_\_  
Department Head/Center Director/Section Leader/District Director

\_\_\_\_\_  
Date