

## CONFIDENTIALITY/PRIVACY POLICY

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The Cereal City Concert Band (CCCB) is a private Michigan Non-Profit Corporation with 501(c)(3) designation by the United States Internal Revenue Service. It is the policy of this Board to maintain deliberations of the Board of Directors of the CCCB to remain confidential and disclosed only to Board Members. The Board is committed to protecting the privacy of our website visitors, contributors, and donors, as well as the confidentiality of personal information of the Band's membership. This policy includes the prohibition of renting, selling, or exchanging any personal information of band members with any third party, without the express written consent of such member of the band.

Any individually identifiable information about a band member, which that member chooses to share with the Board directly, will be stored on a password-protected server and every precautionary measure available will be used to ensure all data is protected from fire, security threats, or other vulnerabilities.

As a private Michigan Non-Profit Corporation, the Michigan Open Meetings Act, Act 2767 of the Public Acts of 1967, as amended, has no application to CCCB.

Comments or questions regarding the Board of Directors/CCCB Privacy Policy should be directed to:

Email: [cccb@cerealcityconcertband.org](mailto:cccb@cerealcityconcertband.org)

Phone: 269-962-2153

Mail: Cereal City Concert Band, 80 Sherman Rd, Battle Creek, MI 49017

## CONFLICT OF INTEREST POLICY

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A. Members of the board shall not personally benefit as a result of their board involvement except for reasonable compensation of services rendered. The purpose of this provision is to prevent Board members from acting primarily on the basis of financial self-interest and to prevent the Cereal City Concert Band (CCCB) from operating in a manner that favors board members to the detriment of others.

B. In the event that the board considers an issue that involves the financial relationship between the organization and a member of the board, the Board member will disclose to the Board the financial relationship that the particular Board member has, with respect to the issue. The Board Member shall refrain from voting on the matter.

C. Board members who serve as an employee or volunteer in a decision making capacity on behalf of another organization which the CCCB is working with or transacting business with, shall inform the Board President and the Executive Director as to their involvement in the said organization.

D. This Policy as enumerated herein applies to a board member's immediate family as well as themselves.

E. Board members shall not engage in any outside activity or employment which involves the direct or indirect use of information obtained as a board member which shall provide financial gain to him or herself or a member of his or her immediate family without the express consent of the executive director. The Executive Director shall not similarly act without the express consent of the President.

## PRIVACY POLICY

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The Cereal City Concert Band (CCCB) is committed to protecting the privacy of our website visitors and donors and upholds the confidentiality of personal information. We will not rent, sell, or exchange any personal information you provide us with any third party. This includes name, address, financial information, and email address.

Any information we collect from you will be used solely for internal purposes, such as communicating with you and processing donations. Our website's donation page is securely encrypted with industry-standard security methods, and any personal or financial information we collection during a donation will be used solely to complete the transaction.

We collect individually identifiable information about you when you choose to share information about yourself, for example, when you make a donation or when you request information. We may use this information to contact you in order to: 1) complete voluntary surveys seeking feedback for quality and service improvement purposes, 2) supply you with information, including CCCB news, events, and services, and/or 3) request voluntary time or monetary donations to the band.

Any information collected is stored on password-protected servers. We take every precautionary measure available to ensure all data is protected from viruses, security threats or other vulnerabilities.

Our Privacy Policy applies to both our online practices as well as our other operational practices. When visiting links to other sites, we encourage you to review the privacy policies and statements of each site you visit.

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## MEASURING EFFECTIVENESS POLICY

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WHEREAS, the Cereal City Concert Band (CCCB) Board of Directors seeks to establish a policy on effectiveness assessment to help ensure that the organization has defined, measurable goals in place and objectives in place to evaluate the success and impact of its program(s) in fulfilling these goals and objectives.

IT IS THEREFORE RESOLVED THAT the Board of Directors adopts the following policy:

1. At least once every two years, the CCCB will review its goals and objectives toward achieving its mission and will complete a performance and effectiveness assessment of its programs based on that review.
2. This first such assessment will be in 2016 and will be conducted under the authority of the audit committee of the Board.
3. The CCCB Board will receive a written report of this assessment
  - a. Describing the activities that CCCB undertook in the prior two years to achieve its goals and objectives,
  - b. Identifying the measure used to assess CCCB's effectiveness and achieving its goals and objectives,
  - c. Analyzing the effectiveness of CCCB's programs in achieving its goals and objectives,
  - d. Recommending future actions CCCB might take to increase effectiveness based on the findings.
4. At the conclusion of this process, CCCB will revise the goals and objectives, as needed, for the upcoming term and will suggest means of measuring them.