

## **FPA NCA Information and Transparency Policy**

As an expression of its accountability and fiduciary responsibility as representatives of the membership of the Financial Planning Association of the National Capital Area (FPA NCA), who are the owners and financial stakeholders in the continued success of the organization, the FPA NCA Board of Directors has developed the following policy to ensure that FPA NCA members receive timely and regular information about FPA NCA's operations and ongoing strategic plans.

An information and transparency policy for FPA NCA is important in order to ensure regular communication, to seek stakeholder input and feedback into the programs and processes of the Chapter, and to enhance trust. The Board has instructed the Executive Director and delegated staff to make available regular reports and documents to ensure that FPA NCA consistently operates in a transparent manner in its responsibility to members on both the national and chapter levels.

Accordingly, operational documents are prominently posted on the FPA NCA Web site for review under members-only access. Additional documents and reports, including financial information, are posted on the FPA NCA Web-site.

The FPA Board of Directors recognizes, however, that not all of its strategic conversations and documents will be made public during their formative and deliberative stages. Confidentiality is reserved by the Board on a case-by-case basis when it pertains to specific personnel discussions, contractual agreements, litigation and any other conversations that would potentially violate agreements for confidential discussions and/or relationships with other parties.

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To demonstrate our commitment to be open and transparent in our processes and communications, the following documents and reports are available to our members:

Posted on the FPA NCA web-site for review through members-only access under the tab "About Our Chapter at <http://www.fpanca.org>)

- Financial statements
- Annual fiscal year budget
- Strategic plan
- Annual report
- Board meeting agenda prior to meeting
- Key actions taken by Board at regular meeting
- Board meeting minutes

Posted on the FPA NCA web-site for review by members and public under the tab "About Our Chapter at <http://www.fpanca.org>)

- Affiliation Agreement
- Bylaws (located at <http://www.fpanca.org>)
- Articles of incorporation
- Volunteer policies: confidentiality, conflict of interest and harassment.
- Governance policies and statements
- Director job descriptions
- IRS Form 990 Filings and Form 1024 and related IRS correspondence