

Montana Nonprofit Association

Public Reporting and Transparency Policy

I. Purpose:

- A. MNA believes in transparency and accountability to its constituents and the public by making available information on MNA's governance structure, governance policies and documents, financial condition as reflected in audited financial statements, and major programs.
- B. This policy implements Internal Revenue Service requirements regarding public disclosure of MNA's IRS form 1023 exemption application and annual reporting IRS forms.

II. Information Available to the Public

- A. MNA shall post on its website and make available upon request the following information and documents in a timely manner:
 - 1. Governance Documents, including:
 - a. A list of the current officers and directors of MNA
 - b. Articles of Incorporation
 - c. Bylaws
 - d. Charters of Standing Committees – Executive Committee, Governance and Nominating Committee, and Finance and Audit Committee
 - e. Code of Ethics
 - f. Conflict of Interest Policy
 - g. Corporate Governance Policy
 - h. Whistleblower Policy
 - i. Executive Compensation Policy
 - j. Public Reporting and Transparency Policy
 - 2. Financial and IRS documents, including:
 - a. IRS form 1023 exemption application
 - b. IRS form 990 and 990T
 - c. Audited financial statements

III. Delegation of Authority for Website Management

MNA delegates to the Executive Director the authority to manage the MNA website in accordance with this policy and with the further objectives of informing MNA's membership and the public of MNA's major activities and programs and providing information that supports MNA's mission.

Adopted by the Board on April 17, 2008.