

# Montana Post-Secondary Educational Opportunities Council | MPSEOC

## Public Reporting and Transparency Policy

Draft for Board Review

### I. Purpose

A. MPSEOC believes in transparency and accountability to its constituents and the public. MPSEOC demonstrates this commitment by making available information on its governance structure, governance policies and documents, financial condition as reflected in audited financial statements, and major programs and activities.

B. This policy implements Internal Revenue Service requirements regarding public disclosure of MPSEOC's IRS Form 1023 exemption application and annual reporting IRS Forms (e.g., Form 990, and if applicable, Form 990-T), and provides additional guidance on how MPSEOC shares information in a manner consistent with its Code of Ethics and applicable law.

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### II. Information Available to the Public

A. MPSEOC shall post on its website and make available upon request the following information and documents in a timely manner, subject to applicable privacy, confidentiality, and document retention requirements:

1. Governance Documents, including:
  - a. A list of the current officers and directors of MPSEOC
  - b. Articles of Incorporation
  - c. Bylaws
  - d. Charters of standing committees, including but not limited to the Executive Committee, Governance and Nominating Committee, and Finance and Audit Committee
  - e. Code of Ethics
  - f. Conflict of Interest Policy
  - g. Board Governance (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 (and any IRS determination letter), as required by law
  - b. IRS Form 990 (and, if applicable, Form 990-T) for the most recent years required by law
  - c. Audited financial statements for the most recent years available, as accepted by the Board

B. MPSEOC may also choose to make available additional information that helps constituents and the public understand its mission, programs, and impact, such as:

1. High-level descriptions of major programs and services
  2. Annual or periodic reports or summaries of activities and outcomes
  3. Other Board-approved public statements or summaries that support MPSEOC's mission
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### III. Public Communications, Website, and Digital Channels

A. MPSEOC's website is a primary vehicle for providing public access to the information identified in this policy. Information posted to the website shall be reviewed periodically for accuracy and updated as needed.

B. MPSEOC's public communications—including website content, printed materials, and digital or social media content—shall accurately represent MPSEOC's mission, programs, and policies and shall be consistent with MPSEOC's Code of Ethics, Social Media Policy, and other applicable policies.

C. While MPSEOC aims to respond to reasonable public requests for additional information, it may decline to disclose information that is confidential, privileged, or otherwise protected (such as personnel records, student or participant data, donor-specific information, or attorney-client privileged communications), or that is not required to be disclosed and would be unduly burdensome to produce.

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### IV. Delegation of Authority for Website and Public Reporting Management

A. MPSEOC delegates to the Executive Director the authority to manage the MPSEOC website and other official public reporting channels in accordance with this policy and all related Board policies.

B. In carrying out this responsibility, the Executive Director shall:

1. Ensure that required governance and financial documents are posted and updated in a timely manner;
2. Oversee the publication of information that informs MPSEOC's membership and the public of MPSEOC's major activities and programs;
3. Ensure that public reporting supports and is aligned with MPSEOC's mission, Code of Ethics, and legal obligations; and
4. Designate and supervise staff or contractors, as appropriate, to assist with these responsibilities.

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Originally adopted by the Board on February 27, 2017. Last updated by the Board on February 24, 2026.  
(TBD)