



## **PURPOSE**

It is recognised that all members of Association Committees / Boards and staff will have interests associated directly or indirectly with the functions of the organisation. It is possible that <sup>1</sup>conflicts of interest may arise for Committee / Board Members, staff, and volunteers.

This policy and procedures guide how conflicts of interest are brought to the attention of the organisation and how the conflict can be managed. This policy must be in line with the Conflict-of-Interest rules as set out in your Constitution or Model Rules.

## **POLICY STATEMENT**

All Committee / Board members and staff must notify the Committee / Board Chairperson of any perceived, real, or potential conflict of interest as soon as it is recognised.

If the conflict relates to the Chairperson, a temporary Chair needs to be assigned by the Committee / Board to manage it. In the case of staff and volunteers, any conflict of interest must be reported to the CEO/GM.

Everyone is to be informed about and agree on the importance of avoiding conflict of interest. Other related policies and procedures e.g. appointments, selection and contracting should be adhered to without exception. Everyone is responsible for ensuring that any changes to existing conflicts of interest are noted on the Conflict-of-Interest Register.

## **SCOPE**

This policy applies to all members of the Committee / Board, the CEO/GM, all staff and volunteers as well as any person acting on behalf of your Association.

## **DEFINITIONS**

Conflicts of interest are real, perceived, or potential instances where a person, group or organisation could benefit from a decision or access to information. The benefit may be financial or non-financial.

## **PROCEDURES**

The Chairperson will call for any conflicts of interest to be declared at the commencement of every meeting. These will be noted in the minutes, as will the actions taken to manage the conflict.

The Secretary will manage a Conflict-of-Interest Register.

Once the conflict of interest has been appropriately disclosed, the Committee / Board (excluding the member who has made the disclosure, as well as any other conflicted member) must decide whether those conflicted board members should:

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a member from regularly participating in discussions, it may be worth the Committee / Board considering if it is appropriate for the person conflicted to resign from the Committee / Board.



**CONFLICT OF INTEREST REGISTER**

To be reviewed annually.

**ASSOCIATION NAME:**

Name of Committee/Board Member	Description of Interest	Date Disclosed	Management of Interest



## CONFLICT OF INTEREST REGISTER

To be reviewed annually.

**Association Name:**

Name of Committee/Board Member	Description of Interest	Date Disclosed	Management of Interest