

Board Conflict of Interest Policy



Last Reviewed: April 2015

Next Review: July 2022

Policy

The Board places great importance on making clear any existing or potential conflicts of interest for its members. All such conflicts of interest shall be declared by the member concerned and documented in the Board Conflicts of Interest Register. Accordingly:

Procedures

1. Any business or personal matter which is, or could be, a conflict of interest involving the individual and his or her role and relationship with the organisation, must be declared and registered in the Conflicts of Interest Register.
2. All such entries in the Register shall be presented to the Board and minuted at the first Board meeting following entry in the register.
3. Where a Conflict of Interest is identified and or registered, the Board member concerned shall not vote on that issue. Only with the unanimous agreement of all other members present may the member concerned participate in any board discussion on that topic. Failing such agreement being reached, the individual shall either refrain from participation or leave the room.
4. When the Chair is aware of a real or potential Conflict of Interest involving one or more Board members, the Chairperson must take whatever steps are necessary to ensure that the conflict is managed in an appropriate manner according to this policy.
5. Individual Board members, aware of a real or potential Conflict of Interest of another Board member, have a responsibility to bring this to the notice of the Board Chair or Deputy Chair.

