

## Conflict of interest

Generally, a conflict of interest situation arises when a board member's duty to his/her organisation clashes with their duties, obligations or interests elsewhere – their business or workplace interests, for example, or even those their family or friends.

Some examples of conflict of interest could be but are not limited to:

- When a board member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the organisation.
- When a board member offers a professional service to the organisation themselves.
- When a board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a board member or the ex/officio member of the board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of [name of organisation].

Steps your club can take to manage COI:

- Eligibility for Board membership must at all times be in compliance with the associations constitution.
- Any business or personal matter, which could lead to a conflict of interest of a material nature involving a board member and their role and relationship with the organisation must be declared and registered in a Conflict of Interest Register.
- All such entries in the register shall be presented to the board and minuted at the first board meeting following entry in the records.
- All conflicts of interest must be declared by the board member concerned at the earliest time after the conflict is identified.
- The board shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.
- Where a conflict of interest is identified and/or registered, and the board has declared that it is of material benefit to the individual or material significance to the organisation, the board member concerned shall not vote on any resolution relating to that conflict or issue.
- The board member shall only remain in the room during any related discussion with board approval.
- The board will determine what records and other documentation relating to the matter will be available to the board member.
- All such occurrences will be minuted.
- 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.