

Conflict of Interest Policy

Document Number:006
Date of Issue: July 2022
Review date: May 2025

Version: 5
Contact: Secretary

Introduction

The Board of United Way Glenelg is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

This policy is primarily for Board Members but applies equally to conflicts of Interest with the Executive Officer.

Definition

'Conflict of interest' is where;

- a. the immediate family or business connections of a Board member stands to gain financially from any business dealings, programs or services of the organisation,
- b. the person is an employee of the organisation,
- c. 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 United Way Glenelg

Purpose

This policy has been developed to provide a framework for all Board Members, Sub Committees Members and Volunteer Allocations Panel members in declaring conflicts of interest.

Policy

The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the relevant meeting minutes.

A Board member who believes another Board member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Where a Board member has a conflict of interest, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement of all other members present.

Where a Board member has a conflict of interest, that Board member shall not vote on that matter.

Board members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the Board member concerned.

Responsibilities

The President is responsible for bringing this policy to the attention of prospective Board members. All Board members are responsible for respecting this policy.

Implementation

Declarations of conflict shall be a standing agenda item on all agendas, including Board and sub-committee meetings. Members shall declare any conflicts of interest either at the start of the meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes when raised during the meeting for inclusion into the formal minutes and recorded in Appendix A.

Where a conflict of interest or potential conflict of interest, as defined above, is identified, the Board member concerned may leave the room as soon as that item comes up for discussion. The concerned Board member shall not vote on that issue, nor initiate or take part in any discussion on that topic (either in the meeting or with other Board members before or after the meetings), unless expressly invited to do so by unanimous agreement by all other members present. (Appendix A)

Reference Policies and Documents

- a) Delegation of Authority Policy
- b) Risk Register
- c) Transparency and Accountability Policy

Authorisation

President
July 2022
United Way Glenelg

To be reviewed May 2025

APPENDIX A

Conflict of Interest Record

This is to be used to record conflicts of interest identified by attending members.

Completed record should be stored with the minutes of each meeting. Conflict of interest declared by members shall be recorded in the minutes of each meeting.

Date of Meeting: ___ / ___ / 20 ___

Name of Member _____

Issue of Conflict _____

- Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.

Record Response _____

- Ensure that the minutes record the declaration of interests declared at this meeting

Dated the _____ day of _____ 20 ___

Signed _____ Position _____