

## **9. Conflict of Interest**

### **1. Introduction**

The Board of Returned & Services League of Australia (Queensland Branch) North Gold Coast Sub-Branch Inc. (the “Sub-Branch”) is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

### **2. Purpose**

The purposes of this policy are:

- a. to protect the integrity of the activities and the decision-making process of the Sub-Branch,
- b. to enable our stakeholders to have confidence in our integrity, and
- c. to protect the integrity and reputation of the Board members and others acting on its behalf.

The policy document has been developed to provide a framework for the Board Members in declaring existing, potential or perceived conflicts of interest, and provides guidance for dealing in an open and transparent way with any conflicts that may arise in the course of any person performing official duties for or on behalf of the Sub-Branch.

### **3. Policy**

The policy has been developed on the basis that conflicts of interest are a normal and inevitable product of representing a charity. Problems arise mostly when conflicts of interest are not dealt with and are not seen to be dealt with openly and effectively both by the individual and the Sub-Branch.

It is the policy of the Sub-Branch that its board members and others acting on its behalf are obliged to avoid ethical, legal, financial, or other conflicts of interest and to ensure that their personal, professional and business activities and interests do not conflict with their obligations to the Sub-Branch.

### **4. Definitions**

‘Conflict of interest’ is considered to exist in situations where:

- An individual’s Sub-Branch position provides either personal benefit beyond the declared benefits arising from that position or an opportunity for influence in a decision relating to another person’s benefit; or
- An individual, while occupying more than one position, which positions involve the exercise of power or influence, affects outcomes in one position which are, or may be, of direct and personal benefit to her/him as an occupant of another position.

## **5. Resolution of Conflicts of Interest**

Members shall declare any actual or potential conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the ***Conflict of Interest Register*** held by the Secretary (see *Schedule 1* to this policy).

Where a conflict of interest or potential conflict of interest is identified and/or registered:

- a. the board member concerned shall leave the room as soon as that item comes up for discussion;
- b. the board member shall not vote on that issue; and
- c. the 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 by all other members present.

If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected.

## **6. The Role of the Chair**

The Chair is responsible for the oversight of the conflict of interest policy and procedures and for ensuring that the Conflict of Interest Policy is kept current. The Chair may provide advice or counsel to individuals on any situation of potential conflict of interest.

## **7. Policy Review**

This policy will be reviewed annually by the board of the Sub-Branch.

## CONFLICT OF INTEREST NOTIFICATION

### Introduction

The register is to be used by the Secretary of the Board of the Sub-Branch each meeting to record conflicts of interest identified by Board members. The register should be stored with the minutes of each meeting.

The register should be used in conjunction with the Board's ***Conflict of Interest Policy***.

### Purpose

This notification has been developed to provide consistency in documentation of conflicts of interest relating to Board meetings.

CONFLICT OF INTEREST NOTIFICATION		
Date of Meeting:	____/____/20__	
Name of Member:		
Issue of Conflict:		
Board Response:		
Declaration of interests recorded in minutes:	Yes	No
Dated the _____	day of _____	20__
Signed _____	Position _____	