Trustees / Board Members *delete not applicable* of the name of organisation must act in the best interests of the organisation. The purpose of this document is to help maintain a current awareness of any conflict of interest. This assists the Board in identifying and disclosing actual and potential conflicts, and helps to ensure the avoidance of conflicts of interest.

**Introduction**

A conflict of interest may occur if a financial interest or a relationship influences or appears to influence the ability of a Trustee / Board Member *delete not applicable* to exercise objectivity. 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 individual concerned. All conflicts of interest shall be recorded in the Conflict of Interest Register.

**Scope**

Where a Trustee / Board Member *delete not applicable* has an actual or perceived conflict of interest, that Trustee / Board Member *delete not applicable* shall not initiate or take part in any Board discussion on that topic, (either in the meeting or with other Trustees / Board Members *delete not applicable* before or after the Board meetings) nor vote on that matter, unless invited to do so by unanimous agreement.

Where a Trustee / Board Member *delete not applicable* has an actual or perceived conflict of interest related to their relationship with a staff member, contractor or volunteer, supplier or any other person having dealings with the organisation, that Trustee / Board Member *delete not applicable* shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Trustees / Board Members *delete not applicable* before or after), unless expressly authorised to do so. The Trustee / Board member *delete not applicable* with the conflict of interest shall not vote on that matter, unless expressly authorised.

The Board may further supplement the definition of conflict of interest from time to time and may specify the procedures to apply in such cases.

Trustees /Board Members *delete not applicable* , staff and contractors are not barred from engaging in business dealings outside of their role with the organisation, provided that these are negotiated at arm’s length without the participation of the individual concerned.

**ACKNOWLEDGMENT AND DISCLOSURE FORM**

I have read the Conflict of Interest Policy (refer Governance Policy) and agree to comply fully with its terms and conditions at all times during my service with name of organisation. If at any time following the submission of this form I become aware of any actual or potential conflict/s of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Board Chairperson in writing.

Disclosure of Actual or Potential Conflicts of Interest:

|  |  |
| --- | --- |
| **Person / Organisation of potential conflict** | **Details of areas of potential conflict** |
|  |  |
|  |  |
|  |  |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_