



## **Conflict of Interest Policy**

**Effective Date:** June 2<sup>nd</sup> 2019

### **Definition**

A conflict of interest is defined as an actual or perceived interest by a Board member in an action that results in, or has the appearance of resulting in, personal, organizational, professional or financial gain. Directors are obligated to always act in the best interest of the Airdrie Skating Club. This obligation requires that any Director, in the performance of the clubs' duties, seek only the furtherance of the Airdrie Skating Clubs interest. At all times, board members are prohibited from using their volunteer job title or the Airdrie Skating Club's name or property, for private profit or benefit.

### **Background**

Board members who act on behalf of the Airdrie Skating Club have a duty first to the club and second to any personal stake they have in the operations of the Airdrie Skating Club. Directors must not put themselves in positions where making a decision on behalf of the club is connected to their own personal interests.

### **Purpose**

This Policy outlines how Directors will conduct themselves in matters relating to conflict of interest and provides clarification how they shall make decisions in situations where conflict of interest may exist. This Policy applies to all Board Members.

### **Obligations**

- Any real or perceived conflict of interest, whether financial or non-financial, between a Director's personal interest and the interests of the Airdrie Skating Club, shall always be resolved in favour of the club.
- Directors will not:
  - a) Have a financial or personal interest, which is incompatible with their duties with the Airdrie Skating Club, unless such interest is properly disclosed to and approved by the Airdrie SC Board of Directors.
  - b) Give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.
  - c) Be in a position where they are under obligation to any person who might benefit from special consideration or seek preferential treatment.
  - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the club, if such information is confidential or not generally available to the public.



- e) Without the permission of the Airdrie Skating Club, use the club's property, equipment, supplies, or services for activities not associated with the performance of their duties with the club.
- f) Place themselves in positions where they could, by virtue of being a Club Representative, influence decisions or contracts from which they could derive any direct or indirect benefit.
- g) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Club Representative.

### **Disclosure of Conflict of Interest**

- Directors will complete a **Declaration Form** annually.
- Directors shall disclose real or perceived conflicts of interest to the Airdrie SC Board immediately upon becoming aware that a conflict of interest may exist.

### **Minimizing Conflicts of Interest in Decision-Making**

- When the Board becomes aware of a potential conflict of interest, it must review the issue and determine if a conflict of interest exists.
- Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Club Representative will be considered and decided with the following additional provisions:
  - The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
  - The Representative does not participate in discussion on the matter
  - The Representative abstains from voting on the decision
  - For Board-level decisions, the Representative does not count toward quorum
  - The decision is confirmed to be in the best interests of the club

### **Resolving Conflict of Interest Issues**

- Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Airdrie SC Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
  - Removal or temporary suspension of certain responsibilities or decision-making authority
  - Removal or temporary suspension from a designated position
  - Other actions as may be considered appropriate for the real or perceived conflict of interest
- Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Club.
- Failure to comply with an action as determined by the Board may result in automatic suspension of responsibilities until compliance occurs.



- The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.
- A Representative may resign from the Board or committee if this will successfully resolve the conflict of interest.
- Any Board director who applies for a paid position (employee, contractor or professional fee-for-service arrangement) with the club must resign from the Board prior to submitting an application for the position.
- If unsuccessful in the employment competition, the former director may let their name stand for re-election to the Board at the next Annual General Meeting.

Approved by the Board:

Reviewed or revised: