

C4

Policy: Council

Title: Conflict of Interest

Objective: To protect the interests of Orienteering NZ by making clear any existing or potential conflicts of interest for directors.

Procedures:

1. Any business or personal matter which could lead to a conflict of interest of a material nature involving a Council member and their role and relationship with Orienteering NZ must be declared and registered in the Register of Interest.
2. All such entries in the Register shall be presented to the Council and minuted at the first Council meeting following entry in the records.
3. All conflicts of interest, whether actual or perceived, must be declared by the Council member concerned at the earliest time after the conflict is identified. Normally there will be the opportunity at the commencement of each Council meeting for conflicts of interest to be declared.
4. The Council shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly. If in doubt, the Council will treat the matter as a conflict of interest.
5. Where a conflict of interest is identified and/or registered, and the Council has declared that it is of material benefit to the individual or material significance to the organisation, the Council member concerned shall not vote on any resolution relating to that conflict or issue.
6. The Council member shall only remain in the meeting during any related discussion with Council approval.
7. The Council member will determine what records and other documentation relating to the matter will be available to the Council member.
8. All such occurrences will be minuted.
9. Individual Council members, aware of a real or potential conflict of interest of another Council member, have a responsibility to bring this to the notice of the Council.

Effective Date: