



Kawartha Nordic Ski Club
Policy: 2015-01
Title: Conflict of Interest Policy

Status: Approved
Date: October 5, 2015

- 1. Purpose:** To ensure member and community confidence in the integrity of the Kawartha Nordic Ski Club, board members, staff and volunteers by providing for the disclosure, review and decision on actual or perceived conflicts of interest.
- 2. Compliance Measures:**
 - 2.1.** Board members, staff and volunteers shall avoid activities or situations that would place them in a real, potential or apparent conflict of interest relative to their official duties and responsibilities;
 - 2.2.** Board members, staff and volunteers shall provide transparency to the board of directors with respect to ownership of an asset, or receipt of a gift, hospitality or other benefit;
 - 2.3.** Board members, staff and volunteers shall not participate in decisions from which they or their immediate family may derive a benefit, either directly or indirectly. Where discussions related to such decisions take place, the board member, staff or volunteer must identify his/her potential conflict of interest and refrain from participating in the discussion and decision.
 - 2.4.** Negotiation of contracts for goods, services or employment should be reviewed by the Board of Directors to ensure that all potential conflicts are identified and resolved. In the situation where a conflict of interest is likely to arise due to the supply of goods or services by a Board member, staff or volunteer, proper and open tendering procedures must be followed. A board member, staff or volunteer may still receive a contract as long as all those making the decision are aware of the potential conflict and the decision is impartial.
- 3. Declaration, decisions, and reporting:**
 - 3.1.** Board meetings will open with a request from the chair for members to declare any actual or perceived conflicts of interest related to the meeting agenda
 - 3.2.** Final decisions on conflict of interest will be made by majority vote of the Board of Directors.
 - 3.3.** Declarations of conflict of interest shall be recorded in the minutes for meetings of the Board of Directors.