

Personal interests policy

You must put the organisation first when you make decisions about the organisation.

Sometimes, what is best for the organisation may not be what is best for:

- you or your family
- your friends
- a company you work for or own
- another group you belong to.

This is called a **conflict of interest**.

A conflict of interest can make it:

- hard for the Board to talk freely about something in front of you
- hard for you to be sure you are only thinking about what is best for the group when you vote
- easy for other people to think you are trying to make the organisation do what is best for you

Your personal interests

Everyone on the Board needs to fill in the **My Interests form** and give it to the Chair.

If your interests change, you must tell the Chair.

You need to check your form each year.

Conflicts of interest

You must look at the agenda before every meeting.

Tell the Chair if you think you may have a **conflict of interest**. The Chair will tell you what to do about it.

You cannot vote on something where what is best for you is not the same as what is best for the group.

The Chair may ask you to leave the room while the rest of the committee talk. This is so other members can talk freely.

If the Board is choosing a new worker, or deciding who will get a contract, you cannot take part in talking or voting if it is about:

- you or your family
- your friends
- a company you work for or own
- another group you belong to.

The minutes of the committee meeting will say:

- the conflict of interest
- if you left the room
- that you had no say in the discussion or decision
- anything the Chair did to make sure the decision was only about what is best for the organisation

My personal interests form

1) Your name:

2) Your address:

3) Paid job you do now:

4) Paid Jobs you have done in the past.

5) Voluntary job or jobs you do now:

4) Voluntary job or jobs you have done in the past.

5) Do you have any professional memberships or affiliations?

5) Are you a member of any other group or organisation?

6) Are you a Board or Committee member of any other organisation?

7) Is it possible that any of your jobs or personal interests could be considered potential conflicts of interest with the Board's business, mission aims and objectives?

8) Are there any conflicts of interest or potential conflicts of interest which are not covered by questions 1-7?

Please can you confirm that you consent for the organisation to hold the information you give us, in line with the organisation's data protection policy. The information in this form will be shared with the members of the board prior to each meeting.

I confirm that the organisation can hold this data and share it with board members:

Name:

Signed:

Date: