



MAFFRA GOLF CLUB CONFLICT OF INTEREST MANAGEMENT POLICY PROCEDURES

1.PURPOSE

It is recognised that all members of the Committee and staff will have interests associated directly or indirectly with the functions of the organisation. It is possible that ¹conflicts of interest may arise for Committee, staff and volunteers.

This policy and procedures guide how conflicts of interest are brought to the attention of the organisation and how the conflict can be managed.

2.POLICY STATEMENTS

All Committee members must notify the Committee's Chairperson of any perceived, real or potential conflict of interest as soon as it is recognised. The Chairperson will decide the appropriate action regarding the reported conflict.

If the conflict relates to the Chairperson, a Temporary Chair needs to be assigned by the Committee to manage it.

In the case of staff and volunteers, any conflict of interest must be reported to the Chairperson.

Everyone is to be informed about and agree on the importance of avoiding conflict of interest. Other related policies and procedures e.g. appointments, selection and contracting should be adhered to without exception.

Everyone is responsible for ensuring that any changes to existing conflicts of interest are noted on the Conflict of Interest Register.

3.SCOPE

This policy applies to all members of the Committee, the CEO, all staff and volunteers as well as any person acting on behalf of Maffra Golf Club.

4.DEFINITIONS

Conflicts of interest are real, perceived or potential instances where a person, group or

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organisation could benefit from a decision or access to information. The benefit may be financial or non-financial

4.PROCEDURES

The Chairperson will call for any conflicts of interest to be declared at the commencement of every meeting. These will be noted in the minutes, as will the actions taken to manage the conflict.

The Secretary will manage a Conflict of Interest Register which will appear in the organisation's Annual Report.

Actions resulting from the declaration of a conflict of interest may include but not be limited to one or a combination of the following:

- Recording the nature of the conflict of interest including any actions or decisions
- The person who has declared the conflict to not participate in particular decisions
- The person who has declared the conflict of interest not to be present for particular discussions
- The person who has declared the conflict of interest not to participate in a series of meetings
- Where the conflict of interest has a significant impact on the reputation of the organisation, or the capability of the person to function in their role, they may be asked to stand down from a particular committee, sub-committee or role or suspend their role until such time as the conflict of interest is no longer an issue
- Where a person fails to declare a conflict of interest they may be subject to disciplinary or legal action.