

Drayton and District Figure Skating Club – Policy and Procedure

Conflict of Interest Policy

Document Classification: Policy

Related By-Law(s): 4.22 Standard of Care, 7.10 Conflict of Interest

Related Procedure(s): General Dispute Procedure

Document control:

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Next review by board Date: January 1, 2024

POLICY purpose:

This policy provides the board of directors and committee members with why a conflict-of interest policy is important and the process for disclosure.

POLICY scope: This policy applies to the board of directors and committee members of the Drayton and District Figure Skating Club.

POLICY statement: Board and committee members have an obligation to conduct business within guidelines that prohibit actual or perceived conflicts of interest. This policy establishes the framework within which Drayton and District Figure Skating Club wishes its business to operate. The purpose of these guidelines is to provide general direction so that board and committee members can seek further clarification on issues related to the subject of acceptable standards of operation. An actual or perceived conflict of interest occurs when a board or committee member is in a position to influence a decision that may result in personal gain or gain for a relative as a result of Drayton and District Figure Skating Club's operations. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the board or committee member is similar to that of persons who are related by blood or marriage. Board and committee members have the responsibility of administering the affairs of Drayton and District Figure Skating Club honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Drayton and District Figure Skating Club. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Drayton and District Figure Skating Club or knowledge gained there from for their personal benefit or the benefit of a related party. The interests of the organization must have the first priority in all decisions and actions. In connection with any actual or possible conflict of interest, a board or committee member must disclose the existence of the interest and be given the opportunity to disclose all material facts to the board and committee members. After disclosure of the interest and all material facts, and after any discussion with the interested board or committee member, he or she shall leave the board or committee meeting while the determination of a conflict of interest is Drayton and District Figure Skating Club – Policy and Procedure

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