

SAMPLE CONFLICT OF INTEREST POLICY

The Vigil Group – Resource Library

August 2017



CONFLICT OF INTEREST POLICY

Conflict of interest arises whenever the personal or professional interest of a Governance Council Member is potentially at odds with the best interests of the **(SCHOOL)**. **(SCHOOL)** will avoid where possible even the appearance of impropriety. Individuals and businesses qualified to provide goods and services in the **(SCHOOL)** in some cases may be limited, and therefore situations may arise where Council Members are commercially engaged by **(SCHOOL)**, or hired by **(SCHOOL)** for workshops, training, cleaning services, etc. Because these situations all involve potential conflict of interest, the following procedures apply.

If an issue is to be decided by the Governance Council that involves potential conflict of interest for a Council Member, it is the responsibility of the Council Member to:

1. Identify the potential conflict of interest.
2. Not participate in discussion of the program or motion being considered.
3. Not vote on the issue.

It is the responsibility of the Governance Council to:

1. Only decide to hire or contract with the Council member if they are the best qualified individuals available, and willing to provide the goods or services needed at the best price.
2. Record in the minutes of the Governance Council Meeting the potential conflict of interest, and the use of the procedures and criteria of this policy. Although it is not a conflict of interest to reimburse Council Members for expenses incurred (such as travel and training), Council Members are prohibited by law from being paid for serving on the Governance Council.