



1.0 Introduction

All committee members ex officio members and paid staff [“committee members”] of Wycliffe Choral Society [“the Society”] will strive to avoid any conflict of interest between the interests of the Society on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

2.0 Objectives

The purposes of this policy are to protect the integrity of the Society's decision-making process, to enable our stakeholders to have confidence in the Society's integrity, and to protect the integrity and reputation of the Society, its volunteers, and committee members.

Examples of conflicts of interest include:

- A committee member who is also a paying member, who must decide whether fees from paying members should be increased.
- A committee member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- A committee member who is also on the committee of another organisation that is competing for the same funding.
- A committee member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

3.0 Disclosure

3.1 Upon appointment each committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

3.2 In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the Society's best interests and the committee member's best interests.

4.0 Consequences of Disclosure

4.1 After disclosure, it is understood by Committee Members that they may be asked to leave the room for any related discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

4.2. Any such disclosure and the subsequent actions taken will be noted in the minutes.

5.0 Conclusion

This policy is meant to supplement good judgment, and committee members should respect its spirit as well as its wording.