

Lions Club of Maidenhead CIO

Conflict of Interest Policy

Bodies covered by this policy

The Trustees have a legal duty to act in the Club's best interests when making decisions as a trustee. This Conflict of Interest Policy will apply to Trustees and equally (although not legally) to both other Directors and to ordinary club members.

Introduction

This policy is in accordance with the 'Objects and Code of Ethics' established by Lions Clubs International in that Trustees and members of the Club should 'serve their community without personal financial reward'. The policy means that members should not receive any benefit nor seek to influence Club decisions to provide benefit to family members or organisations associated with members.

Conflicts of Interest

Conflicts of interest arise when:

- You could benefit financially or otherwise from your charity.
- Your duty to your charity competes with a duty or loyalty you have to another organisation or person.

The Charity Commission guidelines recommend a 3 step approach - identify, prevent, record:

- **Identify:** All Club members must declare a conflict of interest immediately that they are aware of any possibility that personal or wider interests could influence their decision making.
- **Prevent:** The Club must either find an alternative way forward that does not involve the conflict of interest or take appropriate steps to manage the conflict – this will normally mean that the person involved does not take part in the discussions about the issue or in any vote.
- **Record:** The conflict of interest shall be recorded in the minutes of the meeting mentioning the type of conflict, who was affected, whether the conflict was declared in advance, an outline of the discussion, if anyone withdrew from the discussion and how the decision was made in the charities best interest.

Record keeping

It is a legal requirement that payments and benefits to the charity's trustees and people connected to them are included in the accounts, and a statement made of why the payments were necessary and that the Club had legal authority to make them. Normal and justified expenses as paid to all club members are not regarded as being in conflict of interest, but when paid directly to trustees should be appropriately noted.

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Expenses claims and any donations by members should be made by direct transfer or be paid by cheque to facilitate proper record keeping.