

Managing Conflicts of Interest

1. Agendas to be sent out in sufficient time (two weeks in advance) to allow a Trustee to register a 'Conflict of Interest' with the clerk.
2. The Clerk will inform Trustees at the beginning of each meeting if a Trustee has declared a conflict of interest.
3. If the clerk considers that there is a 'material' conflict of interest, the Trustee will be asked to leave the room when that item is discussed.
4. Where the clerk considers there is not a material conflict of interest then the Trustee can remain in the meeting but not participate in the discussion unless the clerk requires a specific point to be clarified.
5. If a Trustee realises within the meeting that he or she has a conflict of interest with an item being discussed, then the Trustee must immediately inform the meeting and action will be based on either point 3 or 4 as appropriate above.
6. Failure to declare a conflict of interest will result in the clerks deciding how to manage the Trustee.

Conflict of Interest Register

1. When a person is being considered for selection as a Trustee, the potential Trustee should be given an opportunity to see how Trustees work and the scope of their responsibilities and work. At this stage a potential Trustee should consider whether their service would create issues with Conflicts of Interest.
2. Induction Each new Trustee should be given an induction which provides training on how to manage conflicts of interest. This should include training on managing Trustees special interests when they conflict with acting in the best interests of the organisation.
3. Each Trustee will be required to sign an acceptance of becoming a Trustee.
4. Each Trustee must register as a Trustee in the Register, stating any Conflicts of Interest.
5. The register will be held in the Recording Clerks office and be open to scrutiny by Members of the Religious Society of Friends.
6. Trustees must up date the Register if their change in circumstances creates a Conflict of Interest.
7. The Register will be reviewed by the Clerk of Trustees and discussed at a Trustee meeting on an annual basis.
8. If a member of Britain Yearly Meeting Religious Society of Friends (Quakers) considers that a Trustee has acted in an inappropriate manner then they should write to the Clerk of Britain Yearly Meeting stating their case.

Britain Yearly Meeting Trustees

Having been appointed a Trustee by Britain Yearly Meeting of the Religious Society of Friends at a meeting held on the.....

I declare my acceptance of the office and my willingness to act for the Trust.

I declare that there is no reason disqualifying me from acting as a Trustee by virtue of Section 72 of the Charities Act 1993.

Signed Date

Please print name

BRITAIN YEARLY MEETING
Of the Religious Society of Friends

Register of Trustees' Interests
Disclosure form

NAME	
Area Meeting	
Are you a AM Trustee?	
Paid employment	
Self Employment	
Directorships	
Significant shareholdings	
Are you standing on any other standing committees of BYM ?	
Membership of other Quaker bodies	
Elected office / Public Appointments	
Trusteeships / management of charities / voluntary bodies	
Membership of professional bodies	
Other (such as spouse / partner working for BYM)	

Signed Date.....