

WEST KENT AREA MEETING

TRUSTEES CONFLICTS OF INTEREST: (Reviewed 16.9.17)

1. Managing Conflicts of Interest

- a) 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.
- b) The Clerk will inform Trustees at the beginning of each meeting if a Trustee has declared a conflict of interest.
- c) 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.
- d) 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.
- e) 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 c) or d) as appropriate above.
- f) Failure to declare a conflict of interest will result in the Clerk deciding how to manage the Trustee.

2. Conflict of Interest Register

- a) 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.
- b) 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.
- c) Each Trustee will be required to sign an acceptance (Fit and Proper Person Declaration) on becoming a Trustee.
- d) Each Trustee must register as a Trustee in the Register, stating any Conflicts of Interest.
- e) The Register will be held by the Clerk of Trustees / WKAM Management Committee and be open to scrutiny by Members of the Religious Society of Friends.
- f) Trustees must up-date the Register if any change in their circumstances creates a Conflict of Interest.
- g) The Register will be reviewed by the Clerk of Trustees and discussed at a Trustee meeting on an annual basis.

- h) If a Member of West Kent Area Meeting considers that a Trustee has acted in an inappropriate manner then they should write to the Clerk of Trustees / clerk to WKAM stating their case.

3 Register of Trustees' Interests: Disclosure form
(continue overleaf if insufficient space)

1.	NAME	
2.	Paid employment (Employer / business interest:	
3.	Self Employment / business interest:	
4.	Directorships (pl name companies. Cont overleaf if necessary)	
5.	Significant shareholdings	
6.	Are you on any other committees of WKAM?	
7.	Membership of other Quaker bodies	
8.	Elected office / Public Appointments	
9.	Trusteeships / management of charities / voluntary bodies	
10.	Membership of professional bodies	
11.	Other (such as spouse / partner working for WKAM)	

Signed Date.....