

BOS Conflict of Interest Policy

Policy prepared by Tung Ken Lam, 2013. Adopted 15th February 2014

This policy applies to trustees.

This policy is based on the model policy produced by ICSA (Institute of Chartered Secretaries and Administrators). It should be read in conjunction with other guidance: at the time of writing this is the Charity Commission's <http://www.charitycommission.gov.uk/detailed-guidance/trustees-staff-and-volunteers/managing-conflicts-of-interest-a-guide-for-trustees/>

Why we have a Policy

Trustees have a legal obligation to act in the best interests of *the British Origami Society*, and in accordance with *the British Origami Society's* constitution, and to avoid situations where there may be a potential conflict of interest. *Members and volunteers have similar obligations.* Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of *the British Origami Society*. Such conflicts may create problems; they can:

- inhibit free discussion;
- result in decisions or actions that are not in the interests of *the British Origami Society*; and
- risk the impression that *the British Origami Society* has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The Declaration of Interests

Accordingly, we are asking trustees to declare their interests, and any gifts or hospitality received in connection with their role in *the British Origami Society*. Payments of fees between trustees or joint payments to trustees should be declared. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Secretary for confidential guidance. This register of interests shall also be used to record all gifts of a value over £25 received by the trustees and staff.

Interests and gifts will be recorded on the charity's register of interests, which will be maintained by the Secretary. The register will be accessible to members of the Society on request.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that trustees and members act in the best interests of the British Origami Society. The information provided will not be used for any other purpose.

What to do if you face a Conflict of Interest

You should not be involved in decisions that directly affect the service that you, or your associates, receive. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason.

You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the Secretary and/or the Chair, the Secretary or Chair will declare that interest.

Decisions taken where a Trustee or Member has an Interest

In the event of the council having to decide upon a question in which a trustee or member has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested council members may not vote on matters affecting their own interests.

Register of Interests for BOS Trustees

Name of Trustee _____

Date of Appointment _____ Date of Resignation _____

Name of Organisation / Person	Nature of Interest	Date from which involved	Signature	Date of signature	Date interest ceased	Signature	Date of signature	Notes

Notes: 1. Use the notes column to indicate relationships. 2. One page for each Trustee or more if required. 3. Make all entries in ink.

Record of Reviews (Secretary to distribute amendment and signature annually)

Date											
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Initials											
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Trustees are reminded that completion of this form does not remove the requirement upon them to disclose orally any interest at any specific meeting and to leave the meeting for that agenda item.