

# **Chinook Lesbian and Gay Fund**

## **Conflict of Interest Policy for Advisory Committee Members**

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Members of the Chinook Lesbian and Gay Fund Advisory Committee are expected to reveal any personal, family or business interests that they have, that, by creating a divided loyalty, could influence their judgment and hence the wisdom of decisions. A conflict of interest exists wherever an individual could benefit, disproportionately from others, directly or indirectly, from access to information or from a decision over which they might have influence, or, where someone might reasonably perceive there to be such a benefit and influence.

Examples of possible conflict of interest situations with respect to our Committee include:

- a committee member is a current employee or board member of a charitable group that is eligible to apply to the fund for a grant
- a committee member has a personal or business relationship with the committee as a supplier of goods or services or has a contract with a charitable group that is eligible to apply to the fund for a grant
- a committee member has a possible financial gain as a result of fund raising efforts of the committee
- a committee member has donors giving to his or her employer organization and the same people are being requested to give to the fund (or donors to the fund are being requested by his the committee member`s employer to also give donations).

Conflicts of interest (real and perceived) are unavoidable and should not prevent an individual from serving as a committee member unless the extent of the interest is so significant that the potential for divided loyalty is present in a large number of situations.

### **Procedure for Handling A Conflict of Interest**

1. Members of the committee have a duty to disclose any personal, family, or business interests that may, in the eyes of another person, influence their judgment.
2. Members have a duty to disclose specific conflicts of interests to the advisory committee where that interest may, in their judgement, affect the reputation or credibility of the organization, and to disclose the advisory committee procedure for operating in the presence of such conflicts.
3. Committee members have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest. Such exemptions should be recorded in minutes of meetings.
4. Any business relationship between an individual (or a company where the individual is an owner or in a position of authority) and the Committee, outside of their relationship as a committee member must be formalized in writing and approved by the Board.