

CONFLICT OF INTEREST POLICY

Policy Aim:

The Committee of Management of ME/CFS Australia (Victoria) places great importance on making clear any existing or potential conflicts of interest for its members, Committee of Management members and staff, both paid and unpaid.

Policy Objectives:

The specific objectives of the Committee and this policy are to:

- Ensure compliance with relevant and current privacy legislation.
- Ensure information which may appear to be or may be a conflict of interest is dealt with in accordance with this policy.
- Ensure Committee members and staff are aware of obligations and rights regarding conflict of interest.

Responsibilities:

The Committee as a whole is responsible for ensuring the policy objectives are achieved although it may delegate particular duties to its members. The CEO will be responsible for ensuring that all staff, including volunteers, comply at all times with Government legislation and this policy.

Implementation:

At the first Committee of Management meeting after the Annual General Meeting, the Chairperson will ask about potential conflicts of interest for members of the new Committee. These conflicts should be recorded along with what has been decided to do about them. This record should be included with the record of Committee minutes and be available to all members. Any new potential conflicts of interest must be declared as soon as a member becomes aware of them and recorded in the minutes. Members should state their other professional/community involvement and why there may or may not be a conflict of interest. The Committee should discuss what action might be taken in each instance of potential conflict.

Options for a member regarding potential conflict of interest include:

- declare the potential conflict and draw everyone's attention to it
- contribute to the discussion, or decisions, only after everyone else has put their views
- leave the room while all discussion on the matter is under way
- abstain from voting or deciding on any questions where there is a conflict of interest
- seek leave of absence from the Committee for the months during which the decisions will apply where there has been a conflict of interest
- resign from the Committee if the conflict is important and likely to continue

Always respond to any complaints that your Committee ignored conflicts of interest and inform the complainant about your decision and the reasons for it.

Policy Endorsement Date: 23/9/2008

Policy Review Date: 2010