# **CONFLICT OF INTEREST - CHECKLIST**

Board members must not be involved in decision making where they have a conflict of interest that compromises their individual integrity or the reputation of the Board or the event.

The following is a checklist for board members to consider when determining whether they have a material conflict of interest:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Maybe |
| Do I have a financial interest in this issue? If so how much is involved? |  |  |  |
| Is the interest in common with the public? |  |  |  |
| Should I seek approval from the Board to participate? |  |  |  |
| Do I own land near the site? |  |  |  |
| Do I own shares in a company that is involved in the event? |  |  |  |
| Do I have any business relationship with any party? |  |  |  |
| Is the topic a significant matter with potentially high risk? |  |  |  |
| Before a meeting should I make sure I am not given information if it is confidential and I have a conflict of interest? |  |  |  |
| Do I have a family connection with the event? |  |  |  |
| What public statements have I made – do they indicate I have a set mind? |  |  |  |
| Have I received a gift or hospitality from any party? |  |  |  |
| Am I a member of an organisation involved with this event? |  |  |  |
| If so am I just an “ordinary member” or do I have some influencing role with it e.g. on the executive committee? |  |  |  |
| Are my personal beliefs so strong that I won’t consider any other option? |  |  |  |
| Is it too late for me to withdraw from an organisation that is involved in the event? |  |  |  |
| Would a reasonably informed member of the community think it is right for me to participate? |  |  |  |
| Am I declaring a conflict of interest to get out of making a hard decision? |  |  |  |
| Would stakeholders have confidence in the decision if I participate? |  |  |  |