

Conflict of Interest Policy

Magnetic Island Community Care Association Inc. (MI Care)

Approved by the Committee: [insert date]

1. Purpose

MI Care is a community-run, volunteer-led Not-for-Profit Charity and Incorporated Association. Our work relies on trust, transparency, and fairness.

This policy ensures that all decisions made by the Committee, volunteers, and members are free from personal influence and always in the best interests of MI Care and its community.

2. Scope

This policy applies to:

- Committee members
- Volunteers
- Staff (currently only the Administrative Assistant)
- Any member involved in decision-making, purchasing, or representing MI Care

Because MI Care is no longer a CHP or CHSP service provider, this policy focuses on community-based activities, volunteer involvement, and local decision-making, rather than government-funded service obligations.

3. What Is a Conflict of Interest?

A conflict of interest occurs when a person's personal interests, relationships, or outside activities could influence — or appear to influence — their decisions or actions on behalf of MI Care.

Conflicts may be:

3.1 Actual Conflict

A real, direct conflict between personal interests and MI Care's interests.

3.2 Potential Conflict

A situation that could develop into a conflict in the future.

3.3 Perceived Conflict

A situation that a reasonable person might think could influence decision-making, even if it does not.

4. Examples Relevant to MI Care

Conflicts of interest may include:

- A Committee member voting on a decision that benefits a close friend or family member
- A volunteer recommending a supplier they personally benefit from
- A member using MI Care resources for personal or business gain
- A Committee member being involved in another organisation that competes for donations, grants, or community influence
- A volunteer promoting their own business through MI Care activities
- A member influencing decisions about transport, activities, or spending that personally benefit them

5. Principles

MI Care's approach to conflicts of interest is based on:

- **Transparency** – all conflicts must be declared
- **Fairness** – decisions must be made in MI Care's best interests
- **Integrity** – Committee members and volunteers act honestly and ethically
- **Community trust** – MI Care must remain impartial and community-centred

6. Declaring a Conflict of Interest

All Committee members, volunteers, and staff must:

1. **Declare** any conflict of interest as soon as it arises
2. **Record** the conflict in the Conflict of Interest Register
3. **Step back** from discussions or decisions where the conflict exists

Conflicts may be declared:

- At the start of a Committee meeting
- When joining the Committee or a subcommittee
- When a new situation arises

7. Managing Conflicts of Interest

When a conflict is declared, the Committee will decide how to manage it. Options include:

- No action required (if the conflict is minor or irrelevant)
- Restricting involvement (e.g., the person may provide information but not vote)
- Removing the person from the decision (most common)
- Removing the person from the role (only if the conflict cannot be managed)

The person with the conflict must leave the room during discussion and voting.

All actions must be recorded in:

- The meeting minutes
- The Conflict of Interest Register

8. Standing Conflicts of Interest

Some conflicts are ongoing (e.g., a Committee member who runs a local business). These must be:

- Declared annually
- Recorded in the Register
- Managed consistently

9. Failure to Declare a Conflict

If a person fails to declare a conflict of interest, the Committee may:

- Request an explanation
- Require the conflict to be declared and managed
- Remove the person from a role or subcommittee
- Take disciplinary action under the Constitution

10. Review of Policy

This policy will be reviewed:

- Every two years, or
- When MI Care's structure, activities, or legal obligations change

11. Related Documents

- MI Care Constitution
- MI Care Code of Conduct
- MI Care Financial Management Policy (forthcoming)
- MI Care Delegations of Authority Policy (forthcoming)
- Conflict of Interest Register