

## 4. DISCLOSURE OF INTERESTS

### OVERALL RESPONSIBILITY

### BOARD

### DAY TO DAY OPERATION

### BOARD CHAIRPERSON

1. All members of the TNC Board must disclose any potential or actual conflict of interest in any issue affecting Tauranga Netball Centre's contracts, proposed contracts, arrangements, or dealings.
2. Members conflicts of interest must be declared and entered into the *Disclosure of Interests register*:
  - prior to the first meeting of the Board following the election of officers and
  - at the commencement of each meeting.
3. Where a member has a conflict of interest that member shall not initiate or take part in any discussion on that topic, unless by unanimous agreement by all other members.
4. A Board Member disclosing an interest shall not vote in respect of the matter in which that Board Member has an interest.
5. Where multiple board members have disclosed an interest and thus there are insufficient members who can vote, the Board may pass a majority resolution that it is in the best interests of TNC to proceed with all members speaking and voting on the motion.
6. When a Board Member receives written notification of an **undisclosed** potential or actual conflict of interest the Board Chairperson will form a committee with another chosen Board member. If the concern, relates to the Board Chairman then two other Board Members will be appointed as a committee by the Board.

The committee will

- (i) Contact the Board Member involved, disclose the concern and arrange to meet and discuss.
- (ii) Undertake any other enquiries the committee thinks appropriate regarding the matter and report the findings back to the Board Member.
- (iii) Report to the Board (via email, teleconference, or meeting) on the matter and the committee's decision and actions steps. The decision of the conflicts committee is final.
- (iv) Steps to be taken if the conflicts committee decide there is a potential or actual conflict might include the following:

- (a) Require the Board Member to be absent from any Board or other Tauranga Netball Centre meeting, or relevant part of the meeting and to adhere to this procedure.
- (b) In a case of intentional or reckless involvement in the conflict matter, the termination of the Board Member from the Board under the TNC Constitution.

Updated by: Lynne Clay	Date board Approved: 14 Sept 2021	Next review due date: Sept 2023
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