

FAMDA Conflict of Interest Policy

1. Purpose

The purpose of this policy is to protect the integrity of decision-making at the Foster Arts Music & Drama Association (FAMDA) by managing conflicts of interest that may arise for committee members, staff, or volunteers.

2. Definition

A conflict of interest occurs when a person's personal, professional, or financial interests interfere with their duty to act in the best interests of FAMDA. Conflicts may be actual, potential, or perceived.

3. Examples of Conflicts of Interest

- A committee member awarding a contract to a relative or business partner.
- A volunteer promoting another organisation's interests at the expense of FAMDA.
- Personal relationships that influence casting, funding, or hiring decisions.

4. Disclosure of Interests

All committee members must declare any actual, potential, or perceived conflict of interest at the earliest opportunity—preferably before a related discussion or decision. Disclosures must be recorded in the meeting minutes.

5. Managing Conflicts

Once disclosed, the committee will determine the appropriate action. Usually, the conflicted individual will withdraw from relevant discussions and abstain from voting.

6. Register of Interests

The Secretary may maintain a Register of Interests to record declared conflicts and actions taken. This register may be reviewed annually.

7. Breaches of this Policy

Failure to disclose a conflict may be considered misconduct and could result in disciplinary action or removal from the committee, depending on severity.

8. Review

This policy should be reviewed every two years, or as required by changes in legislation or FAMDA operations.