

NBLASC Board of Directors Conflict of Interest Policy

1. Purpose

The purpose of this Conflict of Interest Policy is to establish guidelines and procedures to identify, disclose, and manage conflicts of interest that may arise among members of the board of directors of the New Brunswick Legal Aid Services Commission (NBLASC). This policy is designed to promote transparency, integrity, and the best interests of the organization.

2. Definition of Conflict of Interest

A conflict of interest occurs when a board member's personal, financial, or professional interests interfere, or appear to interfere, with their ability to act impartially and in the best interests of the NBLASC.

3. Disclosure

- a. Each board member is responsible for promptly disclosing any actual or potential conflicts of interest to the board chair or an officer designated for this purpose.
- b. Disclosure should include all relevant details regarding the nature and extent of the conflict.

4. Review and Determination

- a. Upon receipt of a conflict of interest disclosure, the board chair or designated officer will convene a committee of disinterested board members to review and determine the existence and significance of the conflict.
- b. The committee may request additional information from the board member involved and conduct further investigation as necessary.
- c. The committee will determine whether the conflict is material and if it creates a significant risk to the integrity and mission of the NBLASC.

5. Management of Conflicts

- a. If the committee determines that a conflict of interest exists, it shall work with the board member to develop a plan for managing the conflict. Potential management options include, but are not limited to, recusal from discussions and decisions related to the conflict, divestment of the conflicting interest, or other measures deemed appropriate.
- b. The plan for managing the conflict must be documented and communicated to all relevant parties.

6. Board Approval

a. In cases where a conflict of interest is deemed significant and cannot be adequately managed, the board of directors will vote on whether to approve any transaction or action that may give rise to the conflict.

b. Any board member with a conflict must recuse themselves from voting on the matter in question.

7. Records

All conflict of interest disclosures, committee determinations, and actions taken to manage conflicts must be documented and retained in the organization's records.

8. Annual Review

The board will conduct an annual review of this Conflict of Interest Policy to ensure its effectiveness and relevance. Amendments may be made as necessary.

9. Acknowledgment

Each board member is required to sign an acknowledgment form indicating their understanding of this policy, their commitment to comply with it, and their obligation to disclose any conflicts of interest.

10. Compliance

Failure to comply with this Conflict of Interest Policy may result in disciplinary action, including potential removal from the board of directors.

This Conflict of Interest Policy shall be effective as of January 5, 2024.

Drafted:	Final draft December 21, 2023
Approved:	January 5, 2024
Amended:	
Approved:	
Amended:	