



## Canadian Civil Defence Museum Association

Policy Name: Board of Directors Conflict of Interest	Policy Number: CCDMA-03
Policy Type: Governance	
Date Approved: November 14, 2016	Dates Revised: n/a

As a non-profit society and charity, the Canadian Civil Defence Museum Association's (CCDMA) reputation is the basis for inspiring the trust of its membership, the various levels of government, business, funding agencies, and the public-at-large.

In order to conduct its affairs successfully, the CCDMA must trust Board members, employees, and volunteers to act consistently in the CCDMA's best interest. All actions or decisions by the CCDMA's Board members must be based on an impartial and objective assessment of the CCDMA's interest in the situation, without regard to any gifts or favors from outside interests that could adversely affect or be seen by others as possibly affecting their judgment further.

A Board member must not:

1. use or disclose for personal gain information on decisions, findings, plans, bids, or other matters concerning the CCDMA, which has not otherwise become public knowledge.
2. have significant financial interest in or service as an employee, officer, director, or consultant of an organization having or planning to conduct business with the CCDMA where there exists, or may appear to exist, an opportunity for special consideration for either the individual or the other organization.

2.1 Significant financial interest exists where the benefits obtainable by the Board member, employee, or volunteer would reasonably be considered to be or could potentially be of material importance to them.

3. accept payments, loans, services, benefits, or gifts of other than nominal value from any organization doing or seeking to do business with the CCDMA. Meals or entertainment of modest cost, limited duration, and of a normal business nature appropriate to the Board member's, employee's, or volunteer's position are acceptable, when they are offered as a means of obtaining additional meeting time during which business can continue to be conducted.

- 3.1 A definition of nominal value might be that the item or favor in question would not affect the judgment of the Board member, employee, or volunteer, is not normally saleable, is designed primarily for advertising, represents cordial relations only, or will become the property of the CCDMA.
4. make more than minor or insignificant personal use of CCDMA assets such as time, materials, or facilities, without the knowledge and / or permission of the Executive Director.
  5. use or cause to be used the Association's name or Board position to obtain benefits for another unaffiliated organization without appropriate Board approval.
  6. give away or dispose of any CCDMA property for the benefit of another organization, including nonprofit organizations, without appropriate approval and following deaccessioning procedures.
  7. serve as a Director, Officer, or employee, whether full- or part-time, paid or unpaid, of another profit-making or non-profit organization whose interests or activities are or could be in conflict with those of the CCDMA or its members, without the approval of the CCDMA Board.
  8. misuse or misappropriation of the physical assets of the Association: Board members, employees, and volunteers should be able to account for CCDMA property entrusted to them, such as office equipment, vehicles, and supplies of all kinds. Unauthorized removal of CCDMA property and / or its willful destruction are grounds for immediate expulsion from the Board and may also constitute a criminal offense.
  9. let personal interest or the interests of a third-party conflict with those of the CCDMA. If a conflict arises, a Board member is forbidden from exploiting the trusteeship and must account to the CCDMA for all profits realized as a result of such a conflict.
  10. allow the conduct of trusteeship duties to serve personal ends, even though a Board member may honestly believe that his/ her conduct is in the best interests of the CCDMA. Any corporate opportunities that come to the Board member by virtue of office must not be exploited, and the Board member may be liable for any profit thereof.
  11. contract, either with another Board member or with a third party, as to how they will vote at a meeting of the CCDMA Board or its committees.
  12. be in conflict of interest with the CCDMA. When the Board is in deliberation or deciding upon an issue about which a Board member has any perceived conflict of interest, that Board member shall declare and absent themselves without detailed comment from the deliberation. Any declaration must be recorded in the minutes.
    - 12.1. A Board member who is alleged to have violated the Conflict of Interest policy shall be informed in writing and shall be allowed to present their views of such alleged breach at the next

Board meeting. The complaining party must be identified. If the complaining party is a Board member, s/he and the respondent Board member shall absent themselves from any vote upon resolution of censure or other action that may be brought by the Board of Directors. Board members who are found to have violated the Conflict of Interest policy may be subject to censure.