APPENDIX A

1. **Conflict of Interest Checklist**

This checklist is to be used by the Chair of the Board of <YOUR ORGANISATION> each meeting to record conflicts of interest identified by Board members.

Completed checklists should be stored with the minutes of each meeting.

**After the opening of the meeting, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.**

**Date of Meeting: / / 200**

**Name of Member** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Issue of Conflict** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* **Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.**

**Record Response** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* **Ensure that the minutes record the declaration of interests declared at this meeting**

**Dated the** \_\_\_\_\_\_\_\_\_\_\_ **day of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**200**\_\_

**Signed Position**