
Category Name: Board Governance Process	Adopted: June 1, 2006
Policy Name: Conflict of Interest	Revised:
Number: BGP-7	

As a non-profit society and charity, the Alberta Museums Association's reputation is the basis for inspiring the trust of its membership, the various levels of government, business, and the public at large. In order to conduct its affairs successfully, the Association must trust Board Members, employees, and volunteers to act consistently in the Association's best interest.

All actions or decisions by the Alberta Museums Association's Board Members must be based on an impartial and objective assessment of the Association's interest in the situation, without regard to any gifts or favours from outside interests that could adversely affect, or be seen by others as possibly affecting, their judgment.

Further, without limiting:

1. Use or disclose for personal gain information on decisions, findings, plans, bids, or other matters concerning the Association, which has not otherwise become public knowledge.
2. Significant financial interest in or service as an employee, officer, director, or consultant of an organization having or planning to conduct business with the Association 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, Board employee, or Board volunteer would reasonably be considered to be or could potentially be of material importance to them.
3. Acceptance of payments, loans, services, benefits, or gifts of other than nominal value from any organization doing or seeking to do business with the Association. Meals or entertainment of modest cost, limited duration, and of a normal business nature appropriate to the Board Member's, Board 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 favour in question would not affect the judgment of the Board Member, Board employee, or Board volunteer, is not normally saleable, is designed primarily for advertising, represents cordial relations only, or will become the property of the Association.
4. Make more than minor or insignificant personal use of Association assets, for example, time, materials, or facilities without the knowledge and / or permission of the Executive Director.

Alberta Museums Association

Suite 404, 10408.124 Street, Edmonton AB T5N 1R5

P: 780.424.2626 F: 780.425.2679 E: board@museums.ab.ca W: www.museums.ab.ca

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 Association property for the benefit of another organization, including non-profit organizations, without appropriate Board approval.
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 Association or its members, without the approval of the Board.
8. Misuse or misappropriation of the physical assets of the Association: Board Members, Board employees, and Board volunteers should be able to account for Association property entrusted to them, such as office equipment, vehicles, and supplies of all kinds. Unauthorized removal of Association property and / or its willful destruction are grounds for immediate expulsion from the Board and may also constitute a criminal offense.
9. A Board Member must not let personal interest or the interests of a third party conflict with those of the Association. If a conflict arises, a Board Member is forbidden from exploiting the trusteeship and must account to the Association for all profits realized as a result of such a conflict.
10. A Board Member must not allow the conduct of trusteeship duties to serve personal ends even though a Board Member honestly believes that his / her conduct is in the best interests of the Association. 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. A Board Member cannot contract, either with another Board Member or with a third party, as to how they will vote at a meeting of the Board or its committees.
12. 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.
13. 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.