



Southside  
**beekeepers**  
Club

Registered Association: A0047348Y

## CONFLICT OF INTEREST: CHECKLIST FOR THE PRESIDENT

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Date of Issue: July 2021

Contact: Mark Collier

### Introduction

This checklist is to be used by the President of the Committee of Southside Beekeepers Club each meeting to record conflicts of interest identified by Committee members. Completed checklists should be stored with the minutes of each meeting.

The checklist should be used in conjunction with the Committee *Conflict of Interest Policy*.

### Purpose

This checklist has been developed to provide consistency in documentation of conflicts of interest relating to Committee meetings.

### Authorisation

<<Position>>

Southside Beekeepers Club

**CONFLICT OF INTEREST: CHECKLIST FOR THE PRESIDENT**

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- **Following 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: / /2021

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

Signed

Position

**Related Documents**

Conflict of Interest Policy