



## 1007 Board & Committee Conflict of Interest Policy

Policy Type: Board Policy Manual  
Applies To: Board Directors, Committee Members  
Approved By: LCS Board  
Policy Reviewed: every 2 years  
Adopted: 2011  
Revisions: 06 2021

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### 1. PURPOSE

- (a) Langley Christian School desires to have all its parents, caregivers, and Directors involved in the school. In the areas of board and committee leadership, there may arise situations of perceived and real conflict of interest or need for disclosure.
- (b) To ensure a healthy school community where issues of conflict of interest may arise, it is assumed that persons who place themselves into such a situation:
  - voluntarily declare their conflict of interest, provide appropriate disclosure,
  - and/or step aside or accept the Board/committee decision and/or wisdom should this happen
- (c) This policy statement applies to all Board Directors and committee members. Such individuals are carefully selected, and their integrity, judgement and courage are trusted. The Board expects that no Director would ever use their position on the Board or a committee for personal or family gain.

### 2. DEFINITION OF CONFLICT OF INTEREST

- (a) Refers to situations in which a Board Director or committee member's personal, professional or financial interests or those of a friend, family members, associates or association might interfere with the exercise of such Director or committee member's judgement and/or impair an ability to act in the best interests of LCS, and for which the individual is ethically required to either avoid or openly acknowledge.
- (b) Exists when a Board Director or committee member has an outside interest that has the potential of being in variance with the best interests of the school. When the individual's personal interests, whether real or perceived, could supersede or conflict with the individual's dedication to the best interests of the school, a conflict of interest arises.
- (c) The test of a conflict of interest is not just whether the Board Director is actually influenced by a personal interest, but whether circumstances lend themselves to such a possibility. Such examples may include:
  - conflicting financial interests

- use of confidential information for personal gain
  - unauthorized disclosure of confidential information
  - use of institutional time, resources and facilities for personal purpose or gain
  - inappropriate involvement in hiring, terminations, staff evaluation or discipline
  - inappropriate use of influence in student disciplinary issues, administrative decisions, program decisions (i.e. athletics) or any other area of school operations
- (d) The appearance of conflict of interest, when it may not exist, can still be damaging to the school and students.
- (e) Refers to any situation in which a Board Director and/or committee member may have the opportunity to influence the school's decisions in ways that could lead to personal gain or give advantage to individuals or groups associated with the individual.

### 3. POLICY STATEMENT

- (a) The Board expects of itself and its members ethical, businesslike, and respectful conduct. Board members must represent unconflicted loyalty to the interests of LCS, superseding any conflicting loyalty such as that of advocacy for interest groups within the Society, staff, other Boards, etc.
- (b) Board Directors and committee members must avoid any conflict of interest with respect to their fiduciary responsibility. There must be no self-interest or any conduct of private business or personal services between any Board Director and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information. Any real or perceived conflict of interest in fiduciary responsibilities must be declared by the individual in writing to the Board Chair.
- (c) No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in LCS. Each individual shall disclose to LCS any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter. Any member of LCS's Board of Directors shall refrain from obtaining any information from LCS for personal or private solicitation purposes at any time during the term of their affiliation.
- (d) Where a matter is brought before the Board and a Board Director or committee member has an interest (financial or otherwise) in the matter, the individual shall disclose his or her interest in the matter and shall not take part in the debate or decision relating to that matter. Further, the individual who believes there is a position of conflict shall excuse oneself from the meeting.
- (e) Board Directors members shall certify that they are not involved in any transactions with LCS in which there could be a real or perceived conflict of interest by completing Form BD100.006-A which is an appendix to this policy.
- (f) Board Directors shall complete a Conflict of Interest Declaration annually at the September Board meeting.

4. BOARD RESPONSIBILITY

- (a) The Board has the responsibility for determining whether a particular nominee's conflict of interest disqualifies them from serving on the Board of Directors or a committee.
- (b) The Board at its discretion may decide whether an individual is in a conflict of interest when the individual has not declared a conflict of interest.

Reviewed 07 2023