



## Conflict Of Interest – Policy Paper

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The objective of this policy is to avoid all situations that may pose a conflict of interest within the GCA.

### “Conflict of Interest”

It means any situation where the intents, direct or indirect of a member of the GCA; or the position of a member; or an outside function of a member; are or appear to be in conflict with those of the GCA.

1. It is the responsibility of each member to avoid any conflict of interest.
2. All members of the GCA shall disclose to the Executive Committee, prior to engaging in any activities that may be seen as a conflict of interest, such as, but not limited to:
  - Having a vested interest in an external entity which may provide materials or service to the GCA;
  - Being offered services or materials as a result of membership with the GCA;
  - Making use of membership with the GCA to solicit services or material for personal gain;
  - Utilizing GCA equipment, services or material for an external business or personal gain;
  - Associate the name of the GCA to an activity, organization, or commerce for the purpose of personal gain;
  - Associate his/her position or the GCA’s position to a political activity, or a political organization, other than stating the terms and duration of office;
  - Pursuing personal gain over the well being or needs of members.
3. Once a conflict of interest is declared, the member should excuse himself/herself from any vote on, or related to, the matter giving rise to the conflict of interest.
4. If any member is concerned that another member has, or may have, a conflict of interest, the member should raise his or her concern at the earliest opportunity to the Executive Committee.
5. Non compliance of this policy by a member of the GCA shall be addressed by the Executive Committee as is deemed appropriate.
6. Non compliance of this policy by an Executive Committee Member shall constitute cause for removal from the position.
7. Executive Committee Members shall confirm in writing that they have received and read this policy at the first meeting of the Executive Committee that they attend following their election.



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8. Executive Committee Members shall declare immediately during their term any new conflicts of interest that may arise.
9. Exemptions to this policy can only be granted if it is clearly in the best interest of the GCA and this exemption must be done in writing.

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I as a member of the Executive Committee have read and understand the terms above.

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President

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Date

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Vice President

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Date

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Treasurer

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Date

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Secretary

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Date

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Dated: May 9, 2007