# Record of conflict of interest/s

The following may be used to record conflicts of interest identified by board members in a meeting.

It is good practice after the opening of the meeting to ask all attendees to declare any potential conflict of interest arising from any of the matters/issues to be put to the meeting.

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| --- | --- | --- |
| Conflict of Interest—[add Reserve Name, Reserve #] | | Date |
| Name of member: | |  |
| Matter/issue to which Conflict of Interest relates: | | |
| Decision on how to deal with the conflict: | | |
| Meeting minutes record Conflict of Interest declared at this meeting:  Name: | | |
| Signature: | Date: | |