

Revised: May 5, 2023

GP-09 Conflict of Interest

Recognizing that Board members are often writers, as well as SWG members who volunteer their time to serving on the Board, it is not the intent of this policy to interfere unreasonably with an individual's livelihood, artistic activity or access to professional development. The writing community in Saskatchewan is small, and it is in the SWG's best interest to have writers serve on its Board while minimizing conflict of interest (real or perceived) wherever possible.

As a governance Board, Directors are not involved in planning, administering or executing SWG programs. Therefore, **a Board member may** access and utilize SWG services and benefits, including:

- Register for and attend workshops, seminars, etc.
- Attend the SWG Author/Artist Retreats program once per term, if there is room in the program.
- Apply to be an apprentice/mentee in the SWG mentorship programs.
- Apply for and receive grant funding for their writing group.
- Contribute articles — and receive payment for contribution — to SWG publications, including Grain, Freelance, Spring and Windscript.
- Submit to and receive compensation from competitions, showcase opportunities and awards programs that are judged autonomously by an independent jury or chosen by a third party — including but not limited to the following:
 - Kloppenburg Award for Literary Excellence
 - City of Regina Award
 - John V. Hicks Award
 - Author Readings Program
 - Mentorship programs (a maximum of two Board members may serve as a mentor at a given time)

A Board member **may apply** to the Poet Laureate programs. However, as these are high-profile and ongoing positions, the Board member must resign from the Board if they are named a Poet Laureate.

If there is a call for presenters, a Board member may apply but may only be chosen if space is available after consideration of the other general-member applicants. A Board member may receive compensation for presenting in these cases. If more than one

Board member applies for an available spot, the administrator of the call will choose based on best fit.

A Board member **may not** be considered for staff positions while serving on the Board, or for one year following the end of their Board service. This includes contracting for editorial positions at Grain.

This policy is reviewed annually.

Disclosing a conflict of interest

Conflicts of interest (real and perceived) are unavoidable. They should not, in general, prevent an individual from serving as a director. However, if the conflict is present in a large number of situations, or is so fundamental as to prevent the individual from carrying out any duties at all, then the person should not serve on the Board of the SWG.

Members of the Board of Directors are required to reveal any personal, family or business interests that they have, that, by creating a divided loyalty, could influence their judgment and hence the wisdom of decisions. A conflict of interest exists wherever an individual could benefit, disproportionately from others, directly or indirectly, from access to information or from a decision over which they might have influence, or, where someone might reasonably perceive there to be such a benefit and influence.

Each Board member has a duty to disclose specific conflicts of interest to the Board and the Executive Director where that interest may, in their judgment, affect the reputation or credibility of the organization.

Participation in programs as outlined in the first section of this policy must be disclosed to the Board and Executive Director as a potential conflict of interest.

Board members have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest. Such exemptions must be recorded in the minutes of the meeting.

Any business relationship between an individual Board member (or a company where the individual is an owner or in a position of authority) and the SWG, outside of their relationship as a Board member, must be formalized in writing and approved by the Board.

Alleging a conflict of interest

Anyone concerned about a Board member's potential conflict of interest may report it orally or in writing to the President. The issue shall be placed on the agenda of the next regularly scheduled Board meeting. The member in alleged conflict shall excuse themselves from all discussion of the issue. The Board shall decide whether a conflict of interest exists, and, if so, what course of action to take. If not satisfied with the Board's decision, the concerned party may cause the issue to be added to the agenda of the next Annual General Meeting of the SWG, along with a motion as to the course of action to be taken. The decision of the membership is final.