



# Coodal CIC – Trustee Declaration of Interests Reporting Form

This form is to help Coodal maintain transparency, identify potential conflicts of interest, and comply with charity law. All trustees must complete this form on appointment and update it **annually** or whenever their circumstances change.

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## A. Personal Details

**Full Name:** \_\_\_\_\_

**Role/Position on the Board (e.g., Chair, Trustee):**

\_\_\_\_\_

**Date of Completion:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## B. Interests to Declare

Please complete all sections. If you have nothing to declare in a section, please write “None”.

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### 1. Employment, Consultancy, or Paid Positions

Please list any employment or consultancy roles (including self-employment).

## **Organisation Position/Role Nature of Work**

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### **2. Directorships, Trusteeships, or Other Governance Roles**

Please list any companies, charities, or other bodies where you hold a governance role.

#### **Organisation Position Status (e.g., Trustee, Director)**

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### **3. Financial Interests**

List any financial interests that may relate to Coodal's activities (e.g., ownership of suppliers, contractors, or funding applicants).

#### **Company/Entity Nature of Interest Relevance to COODAL.**

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### **4. Family or Close Personal Relationships**

Declare any family, household, or close personal connections to anyone involved in Coodal's work or its partners/suppliers.

#### **Name Relationship Role/Organisation Involved**

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### **5. Other Interests or Loyalties**

Include political, religious, or community affiliations or any other circumstances that could give rise to a perceived or actual conflict.

#### **Interest Type Details**

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## **C. Declaration**

I declare that the above information is complete and correct to the best of my knowledge. I agree to:

- Update this declaration if my circumstances change.
- Comply with Coodal's Conflict of Interest Policy;
- Withdraw from any decision-making where a conflict of interest arises.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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- ☒ Please return this completed form to the Secretary or Governance Lead of Coodal.
  - ☒ It will be stored securely and reviewed by the Board annually.
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