

Association Committee (AC) Code of Conduct

The AC needs to maintain a high standard of behaviour in fulfilling its role in the best interests of the community. The trust of the Breakfast Point Community ensures that we, as Committee members, act in an ethical manner and always in an environment of good conduct, putting the interests of the community over any personal interests.

As a member of the Association Committee, we will undertake to adhere to these requirements as a minimum standard of conduct.

GENERAL CONDUCT

I will:

- consider all issues fairly and on merit within a required timeframe.
- consider all issues in a non-discriminatory manner.
- comply with the avoidance of harassment and/or discrimination against any other Committee member or member of the community by adhering to the laws of anti-discrimination on the grounds of sex, age, pregnancy, race, political affiliation, religion, marital status, disability or sexual preferences.
- publicly support all minuted decisions made by the AC even if I personally disagree.

PERSONAL BENEFIT

I will:

- adhere to the non-acceptance of any gifts, hospitality or benefits that can be perceived as buying favour, influence or gratitude. This extends to all of my family members.
- ensure that my position does not give me any advantage when dealing with staff members and contractors to secure any private benefits or benefits for someone else.
- ensure that any personal interaction with staff and/or contractors is of a respectful manner and does not impinge on the management role of the General Manager.

INFORMATION

I will:

- access any documentation that is required to fulfil an appointed function and not use it for any private reasons.
- confidentially protect any information and not use it for unauthorised or non-official purposes. This includes not using the information with an intention to cause harm or detriment to any other person.
- maintain the integrity and security of all confidential information that is discussed at meetings or specifically in my care as part of my role on the Committee.
- comply with the following legislation in dealing with personal information:
 - The Privacy and Personal Information Act 1998
 - The health Records and information Act 2002
 - Other relevant legislation

COMPLAINTS

I will:

- act honestly in my role as a committee member and report all instances of breaches of this Code to the Chairperson, in writing, as soon as possible.
- accept the role of the Chairperson in handling any breach of this code and, any complaints received. The Chairperson's investigation will always result in a report of findings and the recommendation of a suitable course of action.

CONDUCT AT MEETINGS

I will:

- comply with all reasonable requests and directions made by the Chairperson during the course of meetings.
- comply with the accepted meeting procedures including adherence to the Chairperson's direction when a meeting is called to order and, focus on the matters being discussed.
- behave respectfully towards other committee members during a discussion and listen to the for and against arguments within the specified timeframe.
- adhere to the rights of other members on the committee to speak without being interrupted and observe good conduct by avoiding intemperate, abusive or threatening language. In the case where the Chairperson calls a member to order because of any of the perceived poor conduct, the member shall immediately cease speaking.
- adhere to the Chairperson's request and where conduct is not in keeping with this Code, be willing to withdraw a remark or to apologise for the behaviour immediately.
- attend meetings free from any influence of alcohol, prohibited substance and abstain from physically violent or threatening behaviour.

A safe environment is the main objective of the Association Committee and there will be, at the direction of the Chairperson, a resolution on how to deal with the misconduct of a member of the Committee. The resolution may result in taking action to censure a member, remove or recommend the removal of a person from their responsibility.

☐ I accept the Code of Conduct and will adhere to its requirements.

☐ I understand that a breach of the Code of Conduct may result in my removal from the Association Committee.

Signed _____ . Date _____

Name.....