



DOCUMENT PURPOSE

The purpose of a Code of Conduct for Committee/Boards is to create a safe, respectful, and professional work environment for all. It serves as a framework for ethical decision making and helps to ensure that all Committee/Board members understand the expectations and consequences of their actions. This should be used as a starting point when developing a Code of Conduct template for Committee/Board members of your association.

WHY DO I NEED A CODE OF CONDUCT?

The Committee/Board should ensure and actively promote ethical behaviour and decision making as set out in the Code of Conduct. Committee/Board members are expected to act with integrity to ensure that the reputation of the association is managed, protected, and enhanced. By accepting a position on the Committee/Board members are agreeing to the below set of standards.

COMMITTEE/BOARD ACKNOWLEDGEMENT

Ensure new Committee/Board members acknowledge the code of conduct expectations at your association by formal sign off and included in the process of your Committee/Board member induction checklist.

NEED SUPPORT?

If you need support implementing this policy at your association please contact your Association Development Officer (ADO).



COMMITTEE/BOARD CODE OF CONDUCT

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- The Committee/Board recognises the importance and value of diversity. The Committee/Board and its members are expected to promote and encourage equity and inclusiveness throughout the organisation and considers age, gender, cultural background, and people with a disability in decision making.
- Committee/Board members are expected to act honestly and in the best interests of the members as a whole and not to represent individual constituents.
- Committee/Board members are expected to contribute with positive behaviour and culture by showing respect for other Committee/Board members opinions and allowing each member a fair and equal opportunity to contribute to discussion and decision making.
- Committee/Board members are required to comply with the following legal duties including:
 1. Act in good faith and for a proper purpose,
 2. Exercise due care and diligence,
 3. Ensure the organisation does not continue to carry on its business whilst insolvent, and
 4. Meet the requirement of various federal and state laws that directly impact on the organisation.
 5. Complying with all non-disclosure requirements as a matter of confidentiality
- Committee/Board members are expected to disclose actual/potential conflicts of interest.
- Committee/Board members must ensure that confidential information gained as part of their roles on the Committee/Board is only used for purposes which are related to their duties on the Committee/Board and not be discussed in external forums as per section 83 of the Incorporations Reform Act 2012*.

Wyndham Basketball Association

AIN: A000003434N



- Committee/Board members are expected to behave responsibly whilst participating in any activity within the association.
- I understand that when I cease my role on the Committee/Board that I will return all assets and Intellectual Property of the Wyndham Basketball Association within 28 days. Upon confirmation with the WBA I will ensure I no longer will have any direct or indirect access to any material relating to that role.

COMMITTEE/BOARD ACKNOWLEDGEMENT

I, _____, Committee/Board member of the (Wyndham Basketball Association), confirm that I have read and understood the (Wyndham Basketball Association) Committee/Board Code of Conduct and will abide by the policy.

I understand that any alleged breach of the Code of Conduct policy may see the procedures outlined in association constitution or model rules invoked against me and understand this may result in disciplinary action being taken.

Name:

Date:

Signature:

***83 Improper use of information or position**

(1) An office holder or former office holder of an incorporated association must not make improper use of information acquired by virtue of holding that office—

(a) to gain an advantage for himself or herself or any other person; or

(b) to cause detriment to the association.

Note

Under section 146, subsection (1) is declared to be an applied Corporations legislation matter in relation to the provisions of Part 9.4B (Civil consequences of contravening civil penalty provisions) of the Corporations Act. The effect of that application is that subsection (1) is a civil penalty provision and a person who contravenes this provision may be ordered to pay a pecuniary penalty of up to \$20 000.