



EXECUTIVE COMMITTEE CODE OF CONDUCT

Purpose

Australian Bowhunters Association is committed to providing Executive Committee members with the information and resources they require to ensure that collectively and individually, they act at all times in the best interests of the Australian Bowhunters Association, in accordance with their statutory and fiduciary duties, and with the requirements of the Australian Bowhunters Association Executive Committee Code of Conduct.

A member who fails to meet the standards set in the Code of Conduct may, be expelled from the Executive Committee.

Scope

This code applies to all Australian Bowhunters Association's Executive Committee members.

The Executive Committee Code of Conduct

Persons expressing an interest in becoming an Executive Committee member will be provided with a copy of the Executive Committee Code of Conduct and be required to confirm their acceptance of requirements prior to taking up their position.

Executive Committee members shall:

- acquaint themselves with the aim, objectives, underlying principles and policies of the Association, and behave accordingly;
- understand and fulfil their responsibilities as Executive Committee members with honesty, diligence and in good faith;
- maintain confidentiality in relation to all matters relating to employees, managers, contractors, temporary employees, work experience personnel, volunteers, members, parents/carers, participants, coaches and the Association with people and organisations outside of Australian Bowhunters Association, or with individuals of Australian Bowhunters Association;
- exercise a duty of care towards employees, managers, contractors, temporary employees, work experience personnel, volunteers, members, parents/carers, participants and coaches;
- act as an advocate and ambassador for Australian Bowhunters Association in their dealings with other persons or organisations in their capacity as an Australian Bowhunters Association Executive Committee member;
- attend all Executive Committee meetings as required, and if unable to attend, send apologies in advance;

- prepare themselves properly for meetings by pre-reading the minutes of the previous meeting, the agenda for the forthcoming meeting and any supporting documentation;
- disclose the nature of any actual or potential conflicts of interests between their role as an Executive Committee member and any other personal, professional or community roles at the Executive Committee meeting, refrain from discussing the issue with individual Executive Committee members, leave the meeting before matter is to be discussed, and not voting on any matter on which they have, or could be perceived to have a personal or professional conflict of interest;
- act to prevent Australian Bowhunters Association from incurring a debt if there are reasonable grounds for suspecting that the Association is, or would become, insolvent by incurring the debt or a number of debts;
- refrain from making any statements to the media without the prior consent of the President / Chairman of the Executive Committee;
- refrain from making improper use of their position, or information gained through their position as an Executive Committee member to gain, directly or indirectly, an advantage for themselves or any other person, or to cause detriment to Australian Bowhunters Association or its members;
- act in a respectful manner towards fellow Executive Committee members, employees, managers, contractors, temporary employees, work experience personnel, volunteers, members, parents/carers, participants and coaches;
- refrain from any activities in their personal lives which could damage the reputation of Australian Bowhunters Association or otherwise place the Association, the Executive Committee, employees, managers, contractors, temporary employees, work experience personnel, volunteers, members, parents/carers, participants and/or coaches at risk of harm;
- refrain from accepting any gifts or remuneration in matters which relate to or impinge on their role as an Executive Committee member;
- declare any accusation of a criminal matter pending or insolvency.

Breaches of the Executive Committee Code of Conduct

Where an Executive Committee member breaches the Code of Conduct, and the breach is serious – that is, it involves allegations of unlawful or otherwise dishonest behaviour or activities, the member shall be required to stand down from the Executive Committee while the matter is investigated by the police or any other appropriate statutory authority. If the allegations are proven, the member's Executive Committee membership will be terminated at the next Executive Committee meeting.

Where the (Executive Committee Member) breach does not involve allegations of unlawful or otherwise dishonest behaviour or activities, a meeting will be held between the President / Chairman of the Executive Committee and one other Executive Committee member and the member who has committed the Breach to discuss the circumstances surrounding the alleged breach. Where the President / Chairman of the Executive Committee is the alleged person a meeting will be held between the Vice-president and one other Executive Committee Member.

The outcomes of the meeting will be reported to the next General Meeting of the Executive Committee by the President / Chairperson or Vice-president. The Executive Committee member who has allegedly committed the breach will be permitted to make a personal explanation at the Executive Committee meeting should they so choose.

If it is confirmed that a breach has occurred, the Executive Committee will determine action to take through a majority vote in support of the proposed action.

Actions available to the Executive Committee will be, through the President / Chairman or Vice-president, to:

- issue the member with a notice reminding them of the Executive Committee Code of Conduct and that further breaches will result in termination of the member's Executive Committee membership;
- suspend the member for a period of up to and including three months;
- request the member's resignation;
- terminate the member's Executive Committee membership.

Related Documents

Australian Bowhunters Association Equal Opportunity and Prevention of Workplace Discrimination, Bullying and Harassment Policy

Australian Bowhunters Association Disciplinary and Performance Management Policy and Procedure

Australian Bowhunters Association Confidentiality Policy

Australian Bowhunters Association Constitution

Date Effective

March 2018

Next Review Date

March 2019 or in the event of Legislative change