

## Code of Conduct for Council Members

Governing bodies of associations operate most effectively if everyone is aware of the expectations of them. To clarify expectations, the following Code of Conduct for Council Members has been developed. Induction procedures should be in place for new Council members to allow to fully participate in the affairs of association.

Council Members are required to:

1. Abide by the objects and purposes of SCA(WA)
2. Observe all rules of SCA(WA) including in the Constitution, the *Associations Incorporation Act 1987* and any other rules set by the Council or membership
3. Ensure SCA(WA) has clear strategies consistent with its objectives and performance outcomes
4. Attend monthly meetings of the Council whenever possible, and if unable to attend, to send apologies
5. Ensure SCA(WA) has an approved budget for the financial year
6. Ensure SCA (WA) has a strong membership and membership support.
7. Except for the Chairman, not act on the SCA(WA)'s business without the consent or authorisation of the Council
8. Adhere to all financial management processes of SCA(WA)
9. Be familiar with and monitor the financial affairs of SCA(WA)
10. Evaluate the Council's performance
11. Represent SCA(WA) in a positive way
12. Keep confidential and not disclose to third parties, staff or individuals outside of the Council any information that comes to their knowledge as a result of their position as a Council member and which by its nature is confidential.
13. Disclose any interests which may be in conflict with SCA (WA) or which may, or may be perceived to, affect independence. Such disclosures must be recorded in the minutes of any relevant Council meeting.
14. Not accept bribes or improperly use their position on Council to gain unfair advantage or place themselves in a position where their personal interests conflict with those of SCA (WA) or where there may be a perception that such a conflict may exist.
15. Not physically or verbally abuse, harass, discriminate against or bully SCA (WA)'s staff.
16. Follow any grievance procedures set down by the Council to try to resolve conflicts with staff or other Council members

Terms of Agreement have been developed for the Council members. Council members are required to sign on appointment.

The Terms of Agreement should be reviewed annually by the Council prior to the AGM.

### **Role of Executive Officer**

There should be a clear division of responsibility between the chair and the EO. This should be agreed by the Council and set out in a statement of position or authority.

The EO attends Council meetings to provide advice and information to the Council to assist it in its deliberations and will provide a report on the operations of SCA (WA) including outcomes achieved, future plans and any issues that need to be considered by the Council.

The EO should provide the Council with the information it needs to discharge its responsibilities effectively and in a form and timeframe and quality to enable it to do so. Council members are entitled to request additional information where necessary to make informed decisions.

### **Terms of Agreement**

I, \_\_\_\_\_ [name] agree to carry out the duties of a Council member of SCA(WA) Inc in accordance with SCA(WA)'s Code of Conduct for Committee members. In particular I:

1. Accept responsibility with the other members of the Council for overseeing SCA (WA) including its control and accountability systems.
2. Accept responsibility with the other Council members for appointing and managing the Executive Officer.
3. Accept responsibility with the other Council members for ensuring SCA(WA) has:
  - a. clear strategies consistent with SCA(WA)'s objectives
  - b. Performance objectives
  - c. Policies and procedures for its governance and service delivery
  - d. a budget for each financial year
  - e. Membership confidence and support.
4. Acknowledge that I am required to be familiar with and ensure that both I and SCA (WA) are compliant with SCA (WA)'s Constitution and the *Associations Incorporation Act 1987*.
5. Agree to:
  - a. Attend all scheduled and extraordinary Council meetings and if I am unable to attend to give prior apology in writing
  - b. Approve and monitor the financial reporting of SCA(WA)
  - c. In the event that I must resign, give the maximum amount of notice possible and in writing
  - d. Comply with SCA(WA)'s Policies and Procedures
  - e. Follow SCA (WA)'s grievance procedures to resolve any conflicts with staff or council members.

- f. Be a member of committees/task groups as required
  - g. Sign or execute documents on behalf of SCA(WA) when directed to do so by the Council
  - h. Undergo induction training and continuing education as directed by the Council to improve my capacity to contribute to SCA(WA)'s governance
  - i. Comply with the Code of Conduct for Council Members
6. Acknowledge that I must keep confidential and not disclose to third parties or individuals outside of the Council any information that comes to my knowledge as a result of my position as a Council member and which by its nature is confidential.
7. Will not act on behalf of SCA (WA) or make statements on behalf of SCA (WA) without the consent or authorisation of the Council.
8. Will disclose any interests that I have which may be in conflict with SCA(WA) or which may, or may be perceived to, affect my independence. I will ensure that such disclosure is recorded in the minutes of any relevant Council meeting.
9. Will not accept bribes or improperly use my position on Council to gain unfair advantage or place myself in a position where my personal interests conflict with those of SCA (WA) or where there may be a perception that such a conflict may exist.
10. Will not physically or verbally abuse, harass, discriminate against or bully SCA (WA)'s staff.

**Declaration**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_