

Code of Conduct

Board 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 Board Members has been developed. Induction procedures should be in place to allow new Board Members to fully participate in the affairs of association.

Board Members are required to sign on appointment and in doing so acknowledge and accept the requirements outlined in this Code of Conduct.

Board Members are required to:

1. Accept responsibility with the other Board Members for overseeing SCA WA including its control and accountability systems.
2. Accept responsibility with the other Board Members for appointing and managing the General Manager.
3. Abide by the objects and purposes of SCA WA.
4. Observe, be familiar and comply with all rules of SCA WA including in the Constitution, the *Associations Incorporation Act 1987* and any other rules set by the Board or membership. Further, ensure the Board is compliant with these rules.
5. Comply with SCA WA's Policies and Procedures.
6. Accept responsibility with other Board 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. An approved budget for each financial year
 - e. Strong membership and membership confidence and support.
7. Attend scheduled monthly meetings and extraordinary meetings of the Board whenever possible, and if unable to attend, to send apologies in writing.
8. Except for the President, not act on SCA WA's business or act on behalf of or make statements on behalf of SCA WA without the consent or authorisation of the Board.
9. Adhere to all financial management processes of SCA WA.
10. Be familiar with, monitor and approve the financial affairs and reporting of SCA WA.
11. Evaluate the Board's performance.
12. Be a member of sub-committees/ task groups as required.
13. Sign and execute documents on behalf of SCA WA when directed to do so by the Board.
14. Represent SCA WA in a positive way.
15. Keep confidential and not disclose to third parties, staff or individuals outside of the Board any information that comes to their knowledge as a result of their position as a Board Member and which by its nature is confidential.
16. 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 Board meeting.
17. Not accept bribes or improperly use their position on the Board 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.
18. Not physically or verbally abuse, harass, discriminate against or bully SCA WA's staff.

Code of Conduct Board Members



19. Follow SCA WA's grievance procedures or procedures set down by the Board to try to resolve conflicts with staff or other Board Members.
20. Refrain from acting or making statements on behalf of SCA WA without the consent or authorisation of the Board.
21. In the event that the Board Member must resign, give the maximum amount of notice possible, in writing.
22. Undergo induction training and continuing education as directed by the Board to improve the Member's capacity to contribute to SCA WA's governance.
- 23.

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

Role of General Manager (GM)

There should be a clear division of responsibility between the President, the Board and the GM. This should be agreed by the Board and set out in a statement of position or authority. The GM attends Board meetings to provide advice and information to the Board 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 Board. The GM should provide the Board with the information it needs to discharge its responsibilities effectively and in a form and timeframe and quality to enable it to do so. Board 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 Board Member of SCA WA Inc in accordance with the requirements listed in this Code of Conduct. Further, I acknowledge the role of the General Manager and how it relates to my position on the Board.

Signed: _____

Dated: _____