

# Management Committee Code of Conduct & Conflict of Interest Policy



The Management Committee is an elected committee consisting of members nominated and appointed by the membership of the Association and are answerable to the membership of the Association.

This code should be observed and practiced by all members of the BANSW Management Committee. Ignorance of this code will not be accepted as an excuse for its non-observance. Maintenance of a high standard of ethical practice is the direct responsibility of every member of the Management Committee.

## **In executing their duties, Management Committee members should:**

- At all times act honestly, in good faith and in the best interests of the association as a whole regardless of their personal interests.
- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
- Act within the boundaries of their authority as defined by law and the Constitution and By-Laws of the association.
- Recognize that their primary responsibility is to the Association members as a whole but should, where appropriate, have regard for the interests of all stakeholders.
- Perform their duties without bias for or against any individual member or Band.
- Always speak with one voice, supporting all duly-adopted Management Committee decisions even if the individual Management Committee member was in the minority regarding actions that may not have obtained unanimous consent.
- Maintain a current Working with Children Check.

## **Management Committee members should not:**

- ·Reveal confidential information unless specifically authorized by the Management Committee.
- ·Make unauthorized promises to a member, member band, sponsor or other outside party.
- ·Advocate or support any action or activity that violates a law or regulatory requirement.
- ·Use their positions or decision-making authority for personal gain or to seek improper advantage over another member.
- ·Spend unauthorized association funds for their own personal use or benefit.
- ·Misrepresent known facts in any issue involving association business.

- Divulge personal information about any association member or member Band that was obtained in the performance of Management Committee duties.
- Make personal attacks on colleagues, member bands or other Association members.
- Harass, threaten or attempt through any means to control or instil fear in any Management Committee member, member Band or individual member, Association supporter, sponsor or employee.
- Engage in conduct likely to bring discredit to the Association.
- Disclose Confidential information received in the course of duties unless that disclosure has been authorized, or is required by law.

**Conflict of Interest**

A Management Committee member must disclose to the Management Committee, as soon as it arises, actual or potential conflicts of interest which may exist or might reasonably be thought to exist between the interests of the Management Committee member or his associates and the interests of the other parties in carrying out the activities of the Association.

In matters where a conflict of interest has been identified, the Management Committee member may participate in discussion of the matter but should abstain from voting on that matter provided that a sufficient Quorum of votes remains.

In the event that a conflict of interest occurs it should be dealt with as soon as practicable by the Management Committee in accordance with the BANSW Constitution, By-Laws and policies of the Association in a fair and equitable manner.

**Summary**

A Management Committee member has an obligation, at all times, to comply with the spirit, as well as the letter, of the BANSW Constitution and By-Laws and with the principles of this Code.

Any Management Committee member who breaches the Code of Conduct may face disciplinary action.

I acknowledge that I have read, understand and agree to abide by the above code of conduct in my role as a member of the BANSW Management Committee.

.....Dated: .....

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