

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. Abide by the objects and purposes of SCA (WA).
3. 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.
4. Comply with SCA (WA)'s Policies and Procedures.
5. 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.
6. Attend scheduled monthly meetings and extraordinary meetings of the Board whenever possible, and if unable to attend, to send apologies in writing.
7. 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.
8. Adhere to all financial management processes of SCA (WA).
9. Be familiar with, monitor and approve the financial affairs and reporting of SCA (WA).
10. Evaluate the Board's performance.
11. Be a member of sub-committees/ task groups as required.
12. Sign and execute documents on behalf of SCA (WA) when directed to do so by the Board.
13. Represent SCA (WA) in a positive way.
14. 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.
15. 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.
16. 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.
17. Not physically or verbally abuse, harass, discriminate against or bully SCA (WA)'s staff.

Code of Conduct Board Members



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

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

Role of Executive

There should be a clear division of responsibility between the President, the Board and the Executive. This should be agreed by the Board and set out in a statement of position or authority.

The Executive 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 Executive 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 National Chief Executive Officer and how it relates to my position on the Board.

Signed: _____

Dated: _____