

SHOALHAVEN BUSHWALKERS INC. COMMITTEE MEMBERS CODE OF CONDUCT

Purpose

Shoalhaven Bushwalkers Inc. ('the Club') recognises the great contribution made by its volunteer Committee Members. The purpose of this code is to set out the high standards of conduct expected of Committee Members, thereby assisting them in their role and protecting the best interests of the Club. In agreeing to be part of the Committee, each Member must also agree to abide by this code of conduct at all times.

As a Club Committee member I will:

- Adhere to the constitutional and legislative requirements of the Club and the policies and procedures established by the Club (*);
- Act only in the interests of the Club as a whole and not individuals or subgroups. In particular, I will not take advantage of my position on the Committee in any way (*);
- Always consider the welfare of the Club's members, be open to feedback from members and where appropriate, take members' concerns to the Committee;
- Treat all people associated with the Club including members, external stakeholders and other Committee Members with respect. In particular, I will listen to and respect the views of others and always use appropriate and respectful language and behaviour (*);
- Be alert to others' behaviour likely to be detrimental to the proper functioning of the Committee or that is otherwise inappropriate and bring it to the Committee's attention;
- Attend all Committee meetings or forward my apology to the Secretary prior to the meeting;
- Abide by and not publicly dispute decisions made by the Committee while ever they are in force, regardless of my personal view (*).

At Committee meetings I will actively contribute to the effective work of the Committee by:

- Having read all papers (minutes, agendas, any agenda item papers) circulated prior to meetings;
- Dealing with any agenda clarification issues before meetings and maintaining a sharp agenda focus so that time is used effectively;

- Participating and contributing, including constructive challenge where appropriate;
- Respecting the meeting's Chairperson to ensure orderly meeting conduct and any management of conflict (*);
- Always interacting politely, considerately and respectfully with other Committee Members (*). In particular, I will always listen to and refrain from interrupting other Committee Members;
- Attempting, where possible, to reach decisions by consensus.

In my non-face-to-face interactions with other Committee Members I will:

- Ensure my emails and other communications are similarly polite, considerate and respectful (*);
- Refrain from sending emails to all Committee Members (or using 'reply all') to give voice to extensive criticisms of the work of (a) Committee Member(s), instead taking any concerns to the Committee Member(s) in the first instance (*).

Important note:

Under this Code, the conduct described in the dot points above **without** asterisks (*) is expected, as distinct from required, conduct. A breach of this Code may result from a failure to adhere to one or more of the above elements marked with an asterisk (*).

Misconduct:

A Committee Member's conduct may be considered to be unsatisfactory when a breach of this code has occurred.

Where there is an allegation of misconduct, the President will arrange for a panel to undertake an investigation to establish the facts. If misconduct is established, the panel will recommend what sanction(s) (if any) the Committee should impose, depending on the seriousness of the misconduct and any previous misconduct. Serious misconduct may result in the panel recommending that the Committee seek the Committee Member's voluntary resignation from the Committee. If such resignation is sought but not forthcoming, the Committee will instigate procedures to remove the Committee Member under sub-clause 21 (d) of the Club's Constitution.

A Committee Member may make an appeal against any sanction(s) in writing to the President, or where appropriate, the Vice President, setting out the grounds of the appeal, within 14 days of being notified of the proposed sanction(s). Any such appeal will be heard by a panel of the remaining Committee Members whose decision will be final.

