

## CODE OF CONDUCT

TO BE OBSERVED BY ALL MEMBERS OF THE BOARD OF MANAGEMENT

It is expected that each Board Member will:

- Be honest and ethical;
- Be committed to the philosophies and aims of ASCCA;
- represent the organisation in a positive manner, and in accordance with standards, policies and procedures of ASCCA;
- not make statements or give interviews to the media without the express approval of the President on matters pertaining to ASCCA;
- assist in the development of community support of the philosophies and aims of ASCCA with a view to strengthening and increasing the use of technology by seniors;
- attend all Board meetings, and if unable to do so, send apologies;
- consider management and practice issues in accordance with the rules, standards, policies and procedures of ASIC;
- where considered necessary, recommend amendments to rules, standards, policies and procedures through Board meetings;
- not act on matters relating to ASCCA without the consent of the Board;
- not discuss confidential issues with people outside the organisation or with staff, volunteers or members without the consent of the Board or its Executive;
- not vote on matters in which he/she has a conflict of interest;
- not use their position as a member of the Board to seek or obtain any financial or unethical advantage for themselves or any other person;
- act and make decisions consistent with Anti-Discrimination and Equal Employment Opportunity legislation; not abuse physically, sexually, emotionally or verbally any employee, volunteer or member of ASCCA
- follow the grievance procedures adopted by the Board to resolve any conflict.

I hereby agree to abide by the code of conduct as outlined above and accept the responsibilities of being a Board Member.

NAME

SIGNATURE

DATE

## Requirements of a Board Member

It is the responsibility of all Board Members to contribute to the work of ASCCA by:

- actively aspiring to the Code of Conduct adopted by the Board;
- using their expertise and experience in helping to formulate Board policies;
- being aware of his/her responsibilities under Corporation Law;
- representing ASCCA in an official capacity when requested by the President or the Board;
- accepting membership of Board committees when requested by the President or the Board; and
- accepting, where possible, any other duties requested by the President or the Board.

## CONTACT DETAILS

Name:

Address:

Phone Number/s :

Email: