CODE OF CONDUCT FOR MEMBERS OF THE COMMITTEE OF MANAGEMENT OF Service Name

This Code of Conduct outlines the standard of conduct expected of members of the Committee of Management (CoM) of Service Name. The fundamental principles outlined in this Code of Conduct are intended to guide the members of the CoM to act in a fair and ethical manner for the benefit of Service Name and its members.

The Code of Conduct operates alongside the Committee Member Declaration form.

Service Name is committed to the following values underpinning the interactions that members of the CoM have with one another and when they are representing the service.

All CoM members will:

* strive to achieve Service Name’s vision and mission and uphold its core values
* ensure all Service Name activities and decisions comply with relevant legislation, and with the constitution, by-laws and policies of Service Name
* promote the work of Service Name and keep informed about its programs and activities
* ensure that the activities of Service Name are responsive to the needs and interests of members
* acknowledge that the organisation is funded by public money and ensure that decisions are made appropriately, and are open to public scrutiny, while recognising the need to be confidential and comply with the Service Name privacy policy
* ensure accountability to the members by documenting and communicating actions and decisions, as appropriate
* apply the principles of equity and diversity, and ensure that the organisation is fair and open in all of its activities
* actively seek input from and communicate with members
* act with honesty, fairness and openness in all dealings as representatives of Service Name
* uphold and assist others within the organisation to uphold the highest standard of professional conduct
* conduct themselves in a manner which does not undermine the reputation of Service Name or its staff
* exercise the powers vested in them in whatever capacity for the good of all members of Service Name and not secure any benefit or advantage for themselves
* disclose any real, potential or perceived conflicts of interest promptly and comply with agreed processes for the management of such conflicts
* respect the confidentiality of all information, papers, discussions, and decisions and use information gained in their roles appropriately
* act prudently and with probity to protect all financial assets and resources of Service Name and ensure that they are used to deliver the service’s objectives
* ensure that the committee performs effectively by:
  + ensuring cooperation of all committee members to manage the committee’s operations
  + striving to attend all committee meetings and contribute productively to meetings
  + acknowledging and respecting diverse views on the committee and amongst members
  + participating in annual committee performance appraisal, renewal and succession planning
  + developing a risk management plan and taking actions to mitigate identified risks
  + accept collective responsibility for the decisions of the committee
  + utilise their individual skills, experience and knowledge for the benefit of the Service Name.

Endorsed at the committee meeting held on: [Date]

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| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

[Insert name of committee member who will sign authorisation]

[Insert position of committee member who will sign authorisation]