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| <b>Document Number:</b> | <b>001.001.021</b>  | <b>Version:</b>      | <b>1</b> |
| <b>Date of Issue:</b>   | <b>01/11/07</b>   | <b>Date Updated:</b> |          |
| <b>Document Name:</b>   | <i>C:\Documents and Settings\Kerry-Anne\My Documents\ACA\GOVERNANCE\001.001 POLICY DOCUMENTS\Board Members Code of Behaviour Policy 001.001.021.doc</i> |                      |          |

## BOARD MEMBERS CODE OF BEHAVIOUR POLICY

1. This Policy Document, as amended from time to time, shall be endorsed at the first Board meeting following each Annual General Meeting.
2. A code of conduct for Members of the Board of Management provides ethical guidelines to which members shall adhere in the performance of their duties.
3. Decision making and attitudes of the Board of Management should be guided by non-sexist, non-racist and non-party political principles.
4. The Board of Management must fulfill their responsibilities with integrity within the ACA Constitution and Rules, and operate in a manner which promotes confidence from stakeholders, the public and membership in its deliberations. Adherence to the following principles will allow Board members to pursue their governance mandate, foster harmonious relations between Board members, affiliated Associations, Government and other organisations.
5. Board members shall attend and actively participate in Board meetings, including voting on motions and recommend policy and other duties as prescribed. No Board members shall miss more than three consecutive Board Meetings without due cause/explanation acceptable to the Board.
6. Board members have a responsibility to become conversant with the ACA Constitution, the Rules and the Associations Incorporated Act 1984 Model Rules (where the ACA Constitution is silent in respect to a Section thereof).
7. Board members shall always conduct ACA business in a manner that does not conflict with the public interest, and treat individuals with dignity and respect.
8. No Board member shall purport to speak on behalf of the board, unless they have the authority to do so.
9. Board members are to accept and respect the democratic decisions of the Board.
10. Board members shall treat in-camera information as confidential.
11. Board members shall recognise the principle of Boardroom confidentiality.
12. Board members shall not abuse their position to obtain advantage for themselves, family members or close associates, and/or demonstrate abuses of authority.
13. Board members shall exercise reasonable care in all matters under consideration.
14. Board members shall refrain from engaging in conduct that would discredit and/or compromise the integrity of the ACA including: Neglect of duty. Deceit. Breach of confidence. Corrupt practices. Unlawful or unnecessary breaches of authority. Cause by ones own behaviour, dissention amongst the Board and Membership.
15. Board members must serve loyally, without self-interest and free from conflicts of interest.
16. Board members must disclose details of gifts received as a member of the Board of Management.
17. Board members must declare any conflict of interest with respect to their fiduciary responsibilities.
18. Board members shall be eligible for re-imbursement of all reasonable costs associated with their attendance at Board of Management meetings as authorised.
19. Procedure for claiming normal out of pocket expenses when engaged in ACA business are set out below.

**(a) Expenditure Reimbursement Board Members**

- (i) Once per year in accordance with the ACA Constitution be reimbursed upon submission of original receipts for: One night accommodation. (Meals at Cost). Travel to and from the Board Members home State to the destination utilising the most economic choice and direct route. Said claim is subject to the approval of the Board and finances.
- (ii) Reimbursement by their association for expenses incurred specific to ACA functions/member benefit.
- (iii) Telephone calls; Postage; Other expenses will be reimbursed on supply of receipts.
- (iv) Claims to be made on ACA Expenses Reimbursement Claim form.

20. Any breach of the Board of Management Code of Behaviour, Constitution and/or the Rules may invoke Section 11 of the ACA Constitution.

**Acknowledgement**

I, the undersigned being \_\_\_\_\_ do hereby advise that I have duly read, understood and am willing to comply with the Australian Cartoonists' Association Incorporated's Board of Management Code of Behaviour's Policy Document as part of my Board position.

\_\_\_\_\_  
**Name of New Board Member** **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Name of Witness** **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Name of Board Representative** **Date:** \_\_\_\_\_