



Perth Tango Club

Committee Code of Conduct

Responsibility of Committee Members

Committee members always act in the best interests of the association and are responsible for implementing the association's rules and ensuring it meets its obligations under the *Associations Incorporation Act 2015*.

Committee members are required to be fully informed about the association by keeping up to date with matters, attending meetings, reading agendas and minutes and asking questions. In the event of a problem, dispute or legal challenge committee members cannot claim they 'did not know' about the rules and activities of the association. Responsibilities associated with specific roles (President, Vice President, Treasurer, Secretary) are detailed in Section 4.3.2 of the PTC Constitution.

In general, Committee members must:

1. exercise their powers with due care and diligence;
2. ensure that any business decisions are made in good faith and in the best interests of the association; and
3. not make improper use of information or their position for personal gain or to cause detriment to the association.

Personal behaviour

Committee members will:

- act ethically and with integrity;
- make decisions fairly and impartially;
- support the decisions of the Committee regardless of personal opinion;
- be open to feedback from members;
- role model inclusion and acceptance of diversity with zero tolerance for discrimination of any kind; and
- treat others with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare.

Communication and Official Information

Committee members will:

- observe recordkeeping processes so that all committee members can access Association records;
- not disclose information or documents other than as required by law or where proper authorisation is given;
- return any hard or electronic information pertaining to the Association and its operations to the Association once ceasing to be a member of the Committee or any sub-committee or team;
- destroy or delete any hard or electronic information pertaining to the Association and its operations after having returned that information to the Association;
- respect the confidentiality and privacy of all membership information;
- not speak on behalf of the Association unless they are the Chairperson, a delegated representative of the Chairperson or have the agreement of the Committee;
- not make personal comments publicly that could be perceived to represent the views of the Association.
- not disclose to any third party Committee meeting discussion on items about which no decision has been made by the Committee.

Conflicts of interest

Committee members must be mindful of any actual or perceived conflict between their role as a committee member and their personal interests.

If a committee member is unsure about whether a conflict of interest exists, ask these six questions:

- Is there a potential benefit to me that could cast doubt on my objectivity?
 - How would my involvement or actions be viewed by others?
 - Does my involvement allow me to be seen to act in a fair, impartial and objective manner?
 - Could I defend and justify my involvement if questioned publicly?
 - Have I made any promises, or have any promises been made to me about the matter?
 - Do I have a current or previous relationship (family, friendship, business or professional) with any interested party?
1. Committee members must disclose any personal interest in any matter being considered at a meeting. The interest may be actual, perceived or potential. For example:
 - the committee member owns or operates a business that contracts with the association;
 - a committee member's close relative is involved in a business or activity that would stand to gain by a decision of the committee; or
 - the committee member serves on the committee for two associations that are competing for the same tender or grant.
 2. Disclosures must be made as soon as the member becomes aware of their conflict. If a committee member declares an interest in a matter being considered:
 - record the disclosure in the minutes of the meeting; and
 - record the Chairperson's decision regarding whether the committee member will be excluded from discussion and voting on the matter.

Gifts, Benefits and Hospitality

- **Gift:** Usually something tangible such as a bottle of wine or a ticket to a concert. Gifts can be a low cost 'token' such as a pen or notebook you receive at a conference or 'non-token' gifts which are higher value
- **Benefit:** Usually intangible such as preferential treatment, favour or advantage like a job offer or discount on goods and service.
- **Hospitality:** Includes refreshments at a business meeting, invitations to a corporate box or meals.

Like conflicts of interest, gifts, benefits and hospitality should be declared to avoid the perception that a committee member is gaining some personal advantage or being influenced in their decision making.

Breaches of the Code of Conduct

If a committee member becomes aware of a breach of this Code of Conduct the matter should be discussed with the Chairperson to determine if further action is warranted.

Further Information

[INC: A guide for incorporated associations in Western Australia](#) highlights the key legal requirements of an incorporated association under the *Associations Incorporation Act 2015* and provides information about managing an association including meeting procedures, responsibilities of the management committee, record keeping and dispute resolution.