

NAMBAS TENNIS CLUB INC MANAGEMENT COMMITTEE MEMBER'S CODE OF CONDUCT POLICY

DATE OF ADOPTION: 10. January 2011

TITLE OF POLICY: MANAGEMENT COMMITTEE MEMBER'S CODE OF CONDUCT

PURPOSE:

Nambas Tennis Club Inc (NTC) Management Committee has expectations of its serving committee members to perform their duties exhibiting a high level of ethical and professional conduct. Among their duties to govern the club, the Management Committee members of NTC have a duty including but not limited to:

- Act in the interest of the members, independently and free from influence
- Act in good faith
- Exercise due care & diligence
- Ensure solvency
- Meet legislative requirements
- Abide by relevant policies & procedures
- Inform fellow Management Committee members of conflicts of interest
- Make decisions in the best interest of the club as a whole
- Author and approve policies to benefit the club
- Treat fellow volunteers & members with respect and professionalism
- Discuss issues of concern directly with fellow Management Committee members

REFERENCES / RELATED DOCUMENTS:

Nambas Tennis Club Inc Constitution (2010)(a)
Nambas Tennis Club Inc Rules and Guidelines
Conflict of Interest Policy NTC

WHO MUST COMPLY WITH THIS POLICY:

Nambas Tennis Club Inc Management Committee members

SCOPE OF POLICY:

This policy governs the actions of current and past Management Committee members and is relevant to both present and past decisions or information.

POLICY:

Confidentiality

A Management Committee member will treat club information as confidential and will neither take personal advantage of privileged information gathered during a meeting or contract, or enable others to do so.

Disclosure of Conflicts of Interest

A Management Committee member will immediately disclose any possible conflict of interest for matters being considered by the club as detailed in the conflict of interest policy.

Conferring With Members

A Management Committee member will ensure that before accepting any contract, a mutual understanding of the objectives, scope, work plan and fee arrangements has been established and that any personal, financial or other interests which might influence the conduct of the contract have been disclosed.

Approach

A Management Committee member will maintain a fully professional approach in all dealings with other Management Committee members, the general public and members.

C:\Users\Richard\Documents\NambasTC\Documents\ECM Code of Conduct Policy Ver11_1.doc

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BREACHES:

Proven failures to abide by this Code of Conduct may result in an application by the Management Committee for expulsion of the member under the NTC Constitution.

Any claim of failure to abide by the Code of Conduct must be made in writing by the complainant, to the Club President. Claims will be investigated by the Management Committee. Should a claim be against a sitting Management Committee Member, that member will excuse themselves from the investigation. Following investigation the Management Committee may:

- Dismiss the claim
- Recommend the complainant elsewhere
- Recommend a mediator
- Attempt conciliation between the complainant and the Management Committee member
- Recommend the expulsion of the member from the club.

EVALUATION AND REVIEW:

This policy will be reviewed by the Nambas Tennis Club Inc Management Committee and recommendations for any changes will be made and actioned.

AGREEMENT:

I HAVE READ AND UNDERSTAND THE FOREGOING CONFLICT OF INTEREST POLICY, I AGREE TO ITS TERMS, AND MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY.

MANAGEMENT COMMITTEE MEMBER'S NAME:

MANAGEMENT COMMITTEE MEMBER'S SIGNATURE:

DATE:

WITNESS: