

Committee members Code of conduct

All committee members must be diligent, understand their role and responsibilities. Each member is expected to adhere to this Code, commit to meeting etiquette and follow the rules of:

Personal conduct:

- Attend all committee meetings or forward an apology prior to the meeting (minimum attendance of half the meetings and not missing more than 3 meetings in a row).
- Be punctual.
- Prepare prior to the meeting by reading and considering the agenda items and relevant documents.
- Follow the agreed agenda.
- Respect other committee members by allowing one person to speak at a time. Avoid interrupting and talking over them. Raising hand prior to making comments is good practise.
- Make comments in a constructive and positive manner. Be gentle and patient with other members. Everyone has a different level of wildlife knowledge/experience or professional expertise and is entitled to have a different opinion.
- Participate actively and work cooperatively with other committee members. The committee should thrive to consensus whenever possible.
- Have good time management when exposing views and be brief whenever possible. If a subject is too long and/or need more developing, add it in the agenda for the next meeting.
- Treat other committee members, members, volunteers, carers, people associated with ACT Wildlife with courtesy and respect.
- Avoid being disruptive with phone noises, private conversation, chatting, etc. Please turn off mobile phones or put into silent mode.

Accountability:

- Be responsible and efficient in operations of the committee. Avoid waste of time and unnecessary delays.
- Ensure that actions/decisions are consistent with: role and purpose of the committee, the Constitution and ACT Wildlife legal documents and procedures.
- Ensure resources, funds and volunteers are managed effectively for committee business.

Use of information and record keeping:

- Ensure procedures are followed for documenting decisions and actions of the committee
- Maintain confidentiality of committee business when necessary, ensuring records are subject to appropriate storage and access
- Respect confidential discussions and use information obtained through membership of the committee in a professional manner.
- Openly declare any private matters and record any issues with potential for conflict (or perceived conflict) to ensure it is transparent and capable of review
- When appropriate, disqualify themselves from committee discussions and decisions where a conflict of interest occurs.

ACT Wildlife actively encourages compliance with this Code at all times. We also encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviours and breaches of this code.