



North Launceston Football Club Incorporated

Standard Operating Procedures

Code of Conduct **Committee of Management Members**

1st Edition as ratified by the North Launceston Football Club Inc. Committee of Management
on 18th January 2010

Background

This Code of Conduct is a declaration of the principles of good conduct and standards of behaviour that North Launceston Football Club Inc (NLFC) Committee of Management (COM) has decided its stakeholders can reasonably expect each COM member to demonstrate in the performance of their responsibilities.

General Ethical Conduct

- Act with due care and diligence;
- Act honestly and with integrity;
- Not discriminate against, harass or bully any person
- Not be derogatory about any person or groups of persons, in particular in COM member correspondence or at COM meetings or events;
- Respect all individuals and groups and their right to be different;

Compliance

- Comply with all Federal, State and Local Government laws & regulations;
- Adhere strictly to the provisions of the Constitution;
- Adhere to all policies, procedures or by-laws as approved by the COM periodically;
- Adhere to the COM's Code of Conduct;

Support NLFC's Objectives

- Support and publicly advocate the objects of NLFC as defined in the Code of Conduct and Constitution;
- Act in good faith and in the best interests of NLFC at all times;
- Not act in a way that harms the reputation of NLFC or obstructs NLFC's pursuit and fulfilment of its objectives;

Confidentiality and Conflicts of Interest

- Declare as soon as possible any potential conflicts of interests in relation to any NLFC business or proposals under consideration and abstain from voting on or participating in any discussion regarding those matters;
- Not misuse any information obtained as a COM member for personal gain or for any purpose other than the reason for which it was gathered;
- Abide by the COM's principles of governance which specifically prohibits making any public comment regarding COM correspondence, decisions and policies unless otherwise properly disclosed in the minutes of the COM meetings or released publicly;
- For the avoidance of doubt, individual COM members in private discussions with members must respect and support the agreed correspondence, decisions, policies and by-laws of the COM even if they did not individually support or vote in favour of those decisions and policies at a COM meeting;
- COM members shall not accept gifts or benefits likely to place them under an actual or perceived financial or moral obligation to other organisations or individuals;

Participation & Governance

- Recognise and respect the different roles of the COM and NLFC staff and management and adhere to accepted principles of governance of an Association;
- Not improperly influence other COM members;
- Attend and participate in all COM meetings or apologise in advance for non attendance;
- Give proper consideration to the business of the COM and be adequately informed on the matters for decision;
- Read all background material provided prior attending COM meetings and ask questions of the Chair if there is anything you do not understand;
- Give careful consideration to the financial stability and long term sustainability of NLFC;
- Inform the President immediately if become bankrupt;
- Inform the President immediately if under criminal investigation;
- Inform the President immediately of any legal action pending against a COM member or of their immediate family;
- Resign from the COM if unanimously requested by the rest of the COM as a result of a breach of the Code of Conduct.

Security of information

- Ensure recorded information, in both paper and electronic format under your control is kept in a secure place;
- Be cautious about leaving COM records on fax machines, photocopiers or computer screens;
- Avoid discussing NLFC COM in public places where there is a likelihood of being overheard;

Any concerns regarding compliance with this Code raised by Members, COM or staff should be made in writing and directed to the President of NLFC.

I, _____ (full name)

of _____

HEREBY AGREE to be bound by the North Launceston Football Club Inc Committee of Management Code of Conduct which I have read and understand:

Signature: _____

Date: ____/____/____