

## Committee Members Code of Conduct



The Members of and Advisors to Archery Queensland's management committee are bound by this Code of Conduct.

As a Member you are expected to:

### **Act with Integrity**

- Be transparent in your dealings for AQ
- Act honestly and impartially
- Do not misuse information obtained as a result of being a Member
- Do not seek to gain an unfair or biased advantage for any person
- Do not accept any gift or favour that impugns the Member's independence

### **Act Professionally**

- Be enquiring
- Exercise due care, diligence and skill
- Comply with this Code of Conduct

### **Act Cooperatively and with Respect**

- Be respectful of your fellow Members
- Listen respectfully to differing opinions
- Give advice fearlessly and with respect
- Act in the best interests of Archery Queensland

### **Avoid Conflicts of interest**

- Understand and avoid conflicts of interest
- Conflicts are to be disclosed at each Committee meeting and, when appropriate, recorded in the Conflict of Interest register
- A Member who has a conflict regarding an item under discussion at a meeting must disclose the conflict to the meeting, the Chair may ask the Member to leave the meeting for discussion on the item for which the Member has a conflict.  
The Chair may ask the Member (who has a conflict) to provide information or clarification about the item under discussion but the Member must not provide any opinion or join the discussion unless specifically asked to do so by the Chair.

### **Report known breaches or failures of policies**

- A Member must report known or suspected breaches or failures of this Code or Archery Queensland policies.  
Reports must be made to the Chair or Secretary as soon as possible after becoming aware of the breach.

### **Undertake Continuous education**

- Members should remain up to date with "Not for Profit" best practice and governance standards.

### **Be a Leader**

- Act as an exemplar of leadership for the individual members of Archery Queensland

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### Definitions:

Advisor/s	<p>An Advisor is any person who is invited to attend a Committee Meeting to provide information or discuss a particular topic. The Presidents of South Queensland Archery Society and North Queensland Archery Association are Advisors to the Committee. They are invited to each Committee Meeting unless otherwise advised.</p> <p>The Committee recognises that Advisors have a responsibility to also represent the interests of their respective organisations.</p>
"Member/s"	<p>an Advisor to or an elected member of the Archery Management Committee.</p>
"Conflict of Interest"	<p>a Conflict of Interest occurs when a Member's personal interests (or those of a family member, friend, associate or other interest) conflict with the Member's ability to act solely for the benefit of Archery Queensland.</p> <p>Conflicts of Interest can be <i>actual, potential or perceived</i>.</p>
"Conflict/s"	<p>Conflict of Interest</p>