



APPENDIX 4 - CODE OF CONDUCT

The Goan Overseas Association of Victoria Inc.

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CODE OF CONDUCT

The purpose of this Code of Conduct is to govern the decisions and actions of Committee Members. These include Management and Sub-Committee Members ensuring that Committee Members act in the best interests of the Association. The Code of Conduct applies to all Committee Members from the moment that they are elected to office.

Committee Members will at all times:

- a. Ensure that the Association conducts its affairs so as to promote the Association's aims and objectives in accordance with its Rules.
- b. Ensure that they understand their roles and responsibilities as members of the Committee, as defined in the Rules.
- c. Fulfill their responsibilities as Committee Members by attending as many Committee meetings as possible and tendering their apologies in advance if unable to attend any meeting.
- d. Prepare themselves properly for Committee meetings by pre-reading the minutes of the previous meeting, the agenda for the forthcoming meeting and any supporting documentation.
- e. Act in good faith and in the best interests of the Association.
- f. Refrain from using indecent or offensive language or converse aloud or create disturbance during the conduct of a meeting.
- g. Observe confidentiality on matters discussed by the Committee.
- h. Act honestly in the exercise of their powers and in the discharge of their duties.
- i. Not make an intemperate statement reflecting adversely on the character of a Committee Member.
- j. Not make improper use of information gained through their position or use their position as Committee Members to gain, directly or indirectly, an advantage for themselves or any other person, or cause detriment to the Association.
- k. Where they have personal interests which might give rise to conflicts of interests with their duties as Committee Members, disclose the nature of those interests at the Committee meeting and refrain from discussing or voting on the issue.
- l. Ensure the keeping of such accounting records as correctly explain the Association's transactions and financial position.

A contravention of the Code of Conduct by a Committee member may result in a warning, suspension or disqualification from office by the chair.

I have read and understood the above Code of Conduct.

Name: _____

Position: _____ Term in Office: _____ to _____

Signature: _____ Date: ____|____|____

Committee Type: Management
 Sub-Committee