

MANAGEMENT COMMITTEE CODE CONDUCT

Policy

The Management Committee of Multicultural Communities Council Gold Coast Inc. (MCCGC) is committed to the adoption of ethical and behavioural conduct in all areas of its responsibility and authority. In so doing so it binds its members to the following principles and practices including declaration of both personal and professional conflicts of interest.

Management Committee Members shall:

1. Act honestly and in good faith at all times in the interest of MCCGC and its members and other key stakeholders, ensuring they are treated fairly according to their rights.
2. Carry out their duties in a lawful manner and ensure that MCCGC carries out its business in accordance with the law and the terms of its constitution.
3. Avoid conflicts of interests in as far as this is possible. Where such conflicts arise, the member/s concerned must act within the terms of the Management Committee's Conflict of Interests policy.
4. Be diligent, attend Management Committee meetings and devote sufficient time to preparation for Management Committee meetings to allow for full and appropriate participation in the Management Committee's decision-making processes.
5. Observe the confidentiality of non-public information acquired by them in their role as Management Committee members and not disclose to any other person such information.
6. Act to protect all mission critical MCCGC documents, which are Commercial in Confidence, and recognisable by the copyright symbol and the MCCGC name in the document header.
7. Act in accordance with their statutory and fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.
8. Interact with other Management Committee members and the MCCGC Executive Manager in a positive and constructive manner.
9. Be loyal and supportive to the Management Committee, abiding by Management Committee decisions once reached.
10. Not do anything that in any way denigrates from MCCGC or harms its public image.

The Management Committee shall:

11. Meet regularly to monitor the performance of management and MCCGC as a whole. To do this the Management Committee will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to the Management Committee.

12. Ensure that there is an appropriate separation of duties and responsibilities between itself and the MCCGC Executive Manager
13. Ensure that the independent views of Management Committee members are given due consideration and weight.
14. Ensure that members are provided with an accurate and balanced view of MCCGC's performance.
15. Regularly review its own performance as the basis for its own development and quality monitoring.
16. Carry out its meetings in such a manner as to ensure fair and full participation of all Management Committee members.
17. Ensure that MCCGC assets are protected through appropriate risk management processes.

Behaviour

Committee members agree to:

- abide by the philosophy of Multicultural Communities Council Gold Coast Inc.;
- observe all the rules of Multicultural Communities Council Gold Coast Inc. including those specified in the constitution, the Associations Incorporation Act 1981 and any others set by the Management Committee or the membership of Multicultural Communities Council Gold Coast Inc.;
- follow any policies and procedures set down in the Multicultural Communities Council Gold Coast Inc. Policy and Procedures Manual;
- attend bi-monthly Committee meetings whenever possible, and if unable to attend, to send apologies;
- not act on Multicultural Communities Council Gold Coast Inc. matters without the consent of the Committee, including not interfering in the day-to-day operations of Multicultural Communities Council Gold Coast Inc.;
- adhere to all the accounting procedures of Multicultural Communities Council Gold Coast Inc.;
- represent Multicultural Communities Council Gold Coast Inc. in a positive way;
- not discuss confidential issues with people outside of Multicultural Communities Council Gold Coast Inc. or with staff or members of Multicultural Communities Council Gold Coast Inc. without the consent of the Committee;
- follow any grievance procedures set down by the Management Committee to try to resolve any conflicts with staff, clients or members of Multicultural Communities Council Gold Coast Inc.
- not abuse, physically or verbally, staff, clients or members of Multicultural Communities Council Gold Coast Inc.

Conflict of Interest

Committee members have an obligation to declare

- All existing or potential conflicts of interest for Management Committee members shall be declared by the member concerned and officially registered by the Secretary.
- All registered declarations shall be presented to the Management Committee and minuted at the first Management Committee meeting following the declaration.

- Where a conflict of interest is identified and/or registered, the Management Committee member concerned shall leave the room whilst the issue is discussed, and their exit from the proceedings shall be minuted. The member shall not receive copies of Management Committee deliberations relating to this issue.
- When the President is aware of a real or potential conflict of interest involving one or more Management Committee members, the President must take whatever steps are necessary to ensure that the conflict is managed in an appropriate manner.
- Individual Management Committee members who may be aware of a real or potential conflict of interest of another Management Committee member have a responsibility to bring this to the notice of the Management Committee.
- Where a conflict of interest is of such significant magnitude that it impacts adversely on the Management Committee member's ability to fulfill his or her role on the Committee, the Management Committee may request the member's resignation from the Committee.
- Where an undeclared conflict of interest exists and is identified by the Management Committee, the President and Committee members may take whatever steps they deem necessary to manage policy non-compliance by the respective member.

Financial Gain

- No member of the Management Committee may enter into financial transactions on behalf of MCCGC with privately owned enterprises if they or their immediate family have financial interests in that enterprise.
- No member may participate in Management Committee deliberations relating to MCCGC financial transactions, supplier contracts, outsourcing or consultancy services where a potential conflict of interest arises for them or their immediate family members.

Professional Conflict

- Where a Management Committee member offers a professional service to MCCGC or is a recipient of services provided by MCCGC, a conflict of interest exists, and must be declared.

Role Conflict

- Present employees of MCCGC are entitled to become financial members of the Association. However, present employees are required to refrain from voting at the Annual General Meeting, due to the conflict of interest this presents for the management-employee relationship.
- It is the policy of MCCGC that no employee or his/her direct family member may accept a nomination for appointment to the Management Committee for the duration of their period of employment.
- Past employees who have not been employed by the Association for a period of two years, and/or their direct family members, who are financial members of the Association, are no longer deemed to have a conflict of interest, and are entitled to accept a member's nomination for appointment to the Management Committee.

Personal Gain

- Where a Management Committee member, or his/her family members or relations receive support services directly or indirectly from MCCGC a conflict of interest exists, and must be declared.

Fidelity

- The relationship between MCCGC clients, staff, management and governing body is founded on trust. Any breach of this trust, such as the unauthorised disclosure to a third party of confidential information about the affairs of MCCGC may render the responsible person liable to civil proceedings to restrain use of unauthorised disclosed information, or for damages if loss to the Association results from such unauthorised disclosure.
- Confidential information includes all information specifically designated as “confidential” or “commercial in confidence”; and any information which relates to the commercial and financial activities of MCCGC, the unauthorised disclosure of which may embarrass, harm or prejudice MCCGC. It does not extend to information already in the public domain unless such information arrived there by unauthorised means.

Commercial Gain

- No member of the Management Committee shall disclose or use any confidential or commercial in confidence information gained in the course of the Management Committee duties, for personal profit or the commercial advantage of the Management Committee member, his/her family, or his/her professional associations.
- This includes any unauthorised distribution of mission-critical documents under MCCGC copyright.

If a member of the Committee fails to abide by the any of the above rules for ethical and behaviour conduct and/or fails to declare personal and professional conflicts of interest they may be liable to expulsion from the Committee

Signed in acknowledgement of acceptance of the principles of the MCCGC Management Committee Code of Conduct:

.....
 (Signature) (Date)

.....
 (Name)

.....
 (Position on Management Committee)