



Royal Queensland Yacht Squadron

COMMITTEE MEMBER
CODE OF CONDUCT & POLICY

Revised:

2 August

2019

RQYS General Committee & Committee Member Code of Conduct & Policy

INTRODUCTION

The purpose of this Code of Conduct is to provide you with a clear understanding of the standard of conduct expected when performing your duties as a General Committee Member or a Committee Member of the Royal Queensland Yacht Squadron.

It is expected that members of the General Committee and other Squadron Committee Members will:

1. In relation to their conduct:

- a) Act ethically, in good faith, with honesty and integrity, in the best interests of the Squadron at all times;
- b) Attend a minimum of 75% of meetings;
- c) Undertake diligent analysis of all proposals placed or to be placed before the General Committee;
- d) Make decisions fairly, impartially and promptly, considering all available information;
- e) Act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before the General Committee or other Squadron Committees;
- f) Observe the provisions of the Squadron's constitution, its bylaws and its policies;
- g) Make reasonable inquiries to ensure the Squadron is operating efficiently, effectively and legally towards achieving its goals;
- h) Treat other General Committee members, other Committee members, members and Squadron employees with respect, courtesy, honesty and fairness;
- i) Invest the time and effort required to fulfil the requirements of the position by reading materials, participating full in meetings, and carrying out any duties assigned by the Squadron;
- j) Take individual responsibility to contribute actively to all aspects of the role of General Committee and the role of other Squadron Committees; and
- k) Ensure confidential or private information and documents acquired through membership of the General Committee or other Squadron Committees are not disclosed, other than as required by law or where agreed by the General Committee;
- l) Protect the privacy of the Squadron's employees, clients and customers

2. In relation to conflicts of interest:

- a) Not make improper use of their position on the General Committee or other Squadron Committees to gain advantage for themselves or for any other person;
- b) Not, through their own conduct, bring the Squadron into disrepute;
- c) Ensure personal interests, or the interest of any associated person, do not conflict with the interests of the Squadron; and
- d) Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest.

3. In addition, General Committee members or other Squadron Committee members commit to:

- a) Give of their specific expertise generously to the Squadron;
- b) Support, adhere to and not contradict the formal decisions that the General Committee make in its meetings;
- c) Promote the interests of the Royal Queensland Yacht Squadron;
- d) Communicate the significance of the Squadron's mission, its strategy and its culture to members, employees, stakeholders and the public;
- e) Take responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the Squadron; and
- f) Comply with the spirit, as well as the letter of the law and with this Code of Conduct.