club officials code of conduct

1. Purpose

The purpose of this Club Officials Code of Conduct (‘Code’) is to assist committee members, management, employees and volunteers of the club (referred to in this Code as ‘club officials’) to understand the standards of behaviour expected of them whilst performing their duties or when otherwise representing the club.

All club officials are expected to read and familiarise themselves with this Code and understand how it applies to them before accepting their positions as club officials.

1. scope

This Code applies to club officials whilst acting, or purporting to act, in their role as a club official or whilst otherwise representing the club (and extends to circumstances in which they may reasonably be considered to be representing the club).

Please note, section 4 of this Code applies specifically to committee members, whereas the remainder of the Code applies to all club officials (including committee members, management, employees and volunteers of the club).

1. club values

In all their dealings on behalf of the club, club officials commit to upholding the values of:

* trustworthiness (honesty, integrity, promise-keeping, loyalty);
* respect (autonomy, privacy, dignity, courtesy, tolerance, acceptance);
* responsibility (accountability, doing what we say, making a positive contribution);
* care (compassion, consideration, generosity, sharing, kindness);
* fairness (justice, impartiality, consistency, equality, due process); and
* citizenship (lawfulness, community service, protection of animals and the environment).

Club officials further undertake to observe this Code and to contribute in a positive and constructive way to promote good governance and enhance the club’s reputation.

1. committee members

Committee members commit to exercising their duties with reasonable skill, care and diligence, in good faith to the club and for a proper purpose by:

* performing their responsibilities on the committee in good faith and with due care and diligence, putting the club’s interests ahead of their own personal interests;
* attending committee meetings. If they cannot attend, they will submit an apology. If they are likely to miss several consecutive meetings, they will apply for a leave of absence in accordance with the club’s rules;
* participating and working cooperatively with their fellow committee members and other stakeholders to achieve agreed goals;
* being adequately prepared for meetings;
* actively engaging in discussion, debate and voting at meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding unhelpful conflict;
* expressing their concerns to the chairperson about decisions or actions they believe may be contrary to their duties;
* learning and staying informed about the role and purposes of the club and the legal, regulatory and social environment in which the club operates;
* identifying issues and activities affecting the club and bringing these to the committee’s attention;
* seeking out opportunities to improve the way the club operates, and the committee performs its functions;
* championing equal opportunity, diversity and respect at every opportunity, including by taking steps to safeguard vulnerable persons;
* acting appropriately when dealing with complaints including allegations of bullying, discrimination or harassment;
* observing the club’s obligations as an employer, particularly in relation to the elimination of risks to the health and safety of people in the workplace;
* undertaking succession planning for the committee and other club official positions;
* following procedure with respect to documenting committee decisions and financial transactions;
* following requirements for managing conflicts of interest including by removing themselves from discussion and decision-making where appropriate; and
* taking steps to inform themselves of the club’s financial position and ensure that the club does not operate whilst insolvent; and
* ensuring the club adheres to all laws, policies, standards and other directions that apply to it.
1. ALL club officials
	1. Personal Behaviour

All club officials commit to conducting themselves with loyalty, in good faith, ethically and with integrity by:

* exercising their powers and their duties in the best interests of the club;
* making decisions fairly, impartially and promptly and considering all available information, legislation, rules, policies and other requirements that apply to the club;
* being accountable and transparent;
* doing their job lawfully, with reasonable care and diligence and as efficiently and effectively as possible;
* treating the club’s members, members of the public, other stakeholders and fellow club officials with respect, courtesy, honesty and fairness; having proper regard for their interests, rights, safety and welfare;
* assisting the committee to fulfil its obligations and purposes and serve the club’s members;
* maintaining and contributing to a harmonious, safe and productive work environment and professional relationships; and
* being open to member feedback and responding appropriately;
* representing the club in a professional manner;
* being courteous and respectful when dealing with the media and other external organisations; and
* understanding the consequences of misconduct and action that may be taken if they do not comply with this Code or any rules, policies or other requirements that apply to the club.
	1. Use and Storage of Information

All club officials commit to communicating appropriately and safeguarding information obtained in the course of their duties by:

* only commenting publicly on the club’s activities when properly authorised to do so;
* understanding how and when to use social media, being mindful of their positions and ensuring their comments do not reflect adversely on the reputation of the club;
* maintaining confidentiality and not divulging information deemed confidential or sensitive, other than as required by law or where proper authorisation is given;
* not making improper use of information obtained in the course of their duties, or using for direct or indirect personal or commercial gain, or to do harm to other people or the club;
* respecting the privacy of individuals and the security of personal information; and
* protecting intellectual property of the club.
	1. Use and Management of Resources

All club officials commit to managing the club’s resources responsibly and using them for a proper purpose by:

* ensuring the responsible and efficient expenditure of the club’s funds, in line with applicable policies and requirements;
* not entering into contracts or other arrangements on behalf of the club without proper authorisation;
* not using the club’s resources for personal gain;
* operating equipment and property in accordance with manufacturer’s specifications, maintaining it in good condition and storing it securely;
* reporting any damage to, or loss of, property or equipment immediately to the committee (or other responsible person); and
* ensuring requests by an external party are referred to the committee for approval.
	1. Preventing Fraud and Corruption

All club officials commit to preventing fraudulent or corrupt activity from occurring at the club by:

* not engaging in any fraudulent or corrupt behaviour, whether for themselves, the club or any other person;
* reporting information about actual or potentially fraudulent, corrupt or illegal activities to the club’s president, secretary or other relevant authority;
* ensuring that all expenditure on behalf of the club has been properly authorised; and
* abiding by the club’s risk management plan and applicable accountability requirements.
	1. Managing Conflicts Of Interest

All club officials commit to managing conflicts of interest appropriately and in accordance with all laws by:

* keeping their personal interests separate from their roles as club officials;
* openly declaring, in the first instance to the committee, matters relating to a personal interest that may conflict, or be perceived to conflict with their duty to the club;
* not accepting gifts, benefits or hospitality that are likely to place them under an actual or perceived conflict;
* not demanding or accepting in connection with their duties any fee, commission, reward, gratuity or remuneration of any kind which is undeclared or is outside the scope of their entitlements; and
* not using their position for personal profit or gain or to cause detriment to the club or others.
	1. Ensuring Compliance with this Code

All club officials commit to ensuring compliance with this Code by:

* familiarising themselves with the club’s reporting mechanisms; and
* reporting suspected breaches of this Code to the club’s president, secretary or other appropriate person.

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