

Marine Care Ricketts Point – Committee of Management Code of Conduct (May 2018)¹

1. We understand that, as a committee, we have four main duties², ie
 - The duty to act in good faith in the best interests of the organization and for a proper purpose
 - The duty to act with reasonable care and skill
 - The duty not to improperly use our information or position
 - The duty to disclose and manage conflicts of interests.
2. We understand that decisions are made by the whole committee, or, where appropriate, by the President or the responsible member; we do not individually hold out that we are representing MCRP or a committee view, or make decisions on behalf of the committee, unless specifically delegated;
3. We understand that as a small not-for-profit organization with limited funds, we do not pay for the services of any member, except in exceptional circumstances, and with the approval of the full committee; nor do we misuse the property of MCRP for our own individual or outside purposes;
4. We agree that in stepping up to the committee, we each undertake specific roles or tasks to share the committee workload; we follow up on actions we are responsible for, and complete them on time; we keep the President or committee informed of what we are doing and seek appropriate guidance; if we cannot finalize a task, we take responsibility to find someone else to do it; we accept that some members may not wish to be on the committee, but are prepared to undertake specific tasks; those members are expected to abide by this code of cooperation;
5. We do not interfere with the work of other members of the committee, but gladly provide help where it is sought, if we can. We co-ordinate with other activity leaders, to ensure activities for which we are responsible do not compete with our other activities;
6. We are all given the opportunity to voice our opinions; we actively listen to what others have to say, seeking first to understand, then to be understood; we give and receive open and honest feedback in a constructive manner;
7. We require all our activity leaders and the committee to obtain Working with Children checks, or equivalent;
8. We must hold a minimum of 3 committee meetings a year, although we usually hold up to 6 meetings;
9. We read material and prepare for meetings beforehand, to ensure most efficient use of committee time. We start our meetings on time and finish on time;
10. We ensure our minutes are a brief, true record of each individual committee meeting. Only attendance, apologies, reports, declarations of interest, decisions of the individual meeting, and where necessary a brief description of relevant discussion within the meeting are recorded; so far as possible we replicate the words of the meeting; we do not add additional material or comment from outside the meeting;
11. We use our tools to communicate with members, such as google groups, judiciously – ensuring communication is appropriate, focused on matters directly related to MCRP, and is not party-political. Access to our group mailing is confined to committee members and snorkel leaders, and a few other members who need to email members for specific MCRP issues. We try not to spam members;
12. We respect the privacy of our members; we do not share our member data base details with other organizations, nor with individual members of MCRP for non-MCRP matters.

¹ To be read in conjunction with our Rules of Incorporation (see www.marinecare.org.au).

² Our four main duties – As outlined in the Victorian Council of Social Services' January 2014 *Guide to the Legal Duties of not-for-profit Committee members in Victoria*, as written by Justice Connect