

Governance

TITLE: Board Code of Conduct

RELATED DOCUMENTS:

KWA-GOV-001 Constitution for Kiteboarding Western Australia Incorporated

KWA-GOV-002 Board Charter

APPLICABILITY: The board of Kiteboarding Western Australia Inc

APPROVAL: Motion to accept this document revision was moved, seconded and carried by the board of Kiteboarding Western Australia Inc during a meeting on 19/10/2021.

DOCUMENT NUMBER: KWA-GOV-005

REVISION: 1.0

APPROVED:

Vice President



5 November 2021

Title

Electronically signed

Date
(yyyy-mm-dd)

REVISION LOG:

Version	Date (dd/mm/yyyy)	Description of Changes
1.0	23/10/2021	First release

Personal Behaviour

- 1 Be fair, considerate and honest in all dealings with others.
- 2 Treat all persons with respect, courtesy, dignity, honesty and fairness, and proper regard for their interests, rights, safety and welfare, and obligations.
- 3 Board members shall take responsibility for contributing in a constructive, courteous, and positive way to enhance good governance and the reputation of the Board, Kiteboarding Western Australia Inc, and their members.
- 4 Board members shall contribute to a harmonious, safe, and productive Board environment and culture.

Communication, official information, and record keeping

- 5 Conduct themselves in a proper manner so as not to bring themselves or Kiteboarding Western Australia Inc into public disrepute or censure.
- 6 Official information includes Kiteboarding Western Australia Inc account usernames and passwords, unconfirmed event dates, content of confidential council and government meetings and tentative decisions in progress.
- 7 Members shall not promote, or pass on, exchange or publish information whereby that information may be of a confidential, offensive, scandalous, unsubstantiated or derisive type.
- 8 Members must respect the confidentiality of information obtained as a Board member.

Social Media

- 9 Please refer to social media policy.

Use of resources

- 10 Use of Association's property, income, assets and records including members details and databases and mailing lists, shall solely be applied towards the promotion and furtherance of the Association and not for private use or benefits.

Potential conflicts of interest

- 11 Potential conflict of interests should be disclosed and noted in meeting minutes prior to committee deliberation on the potential conflict of interest. Furthermore, members with the potential conflict of interest should be abstaining from voting on the matter.

Gifts and gratuities

- 12 Gifts and gratuities received by Directors that may impact their independence and objectivity in Board decision making should disclose these in writing in a gift register.
- 13 Immediately report any breaches of the Kiteboarding Western Australia Inc Codes of Conduct to the appropriate authority (i.e. to the President or Vice President).

Applicability

- 14 Where issues arise that are not specifically addressed in this Code, members should exercise sound judgement and behaviour consistent with the provisions and intent of this Code.
- 15 If you leave or resign from the Board, this code of conduct still applies to you for a reasonable period of time due to the information and knowledge obtained while sitting on the Board and association with the Board.

I have read and I accept Kiteboarding Western Australia Inc's Code of Conduct for Board members.

Board Member Name: _____ Date: _____

Board Member Signature: _____