



## **HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC**

### **CODE OF CONDUCT    Committee Members**

- Act honestly, in good faith, and in the best interests of the Association in exercising their duties.
- Perform their duties impartially.
- Exercise a duty of care and diligence in fulfilling their duties.
- Recognise that their primary responsibility is to the Association members as a whole but, where appropriate; consider the interests of all stakeholders.
- Ensure that they do not gain, directly or indirectly, any advantage to themselves or any person by using information acquired in their role as a Committee Member.
- Ensure that they do not cause detriment to the Association by using any information acquired in their role as a Committee member.
- Ensure that personal interests, or the interests of any associated persons or sectional interests, do not conflict with the interest of the Association.
- Declare any conflict of interest (pecuniary or non pecuniary) and if required, leave the room and play no part in any discussion or vote on the issue relating to the conflict of interest.
- Present a positive image of HRCV and not engage in conduct likely to bring discredit upon the Association.
- Understand the roles, responsibilities and reporting relationships between the Committee, Board and the professional staff and attend all Committee meetings unless an apology has been submitted or leave of absence granted.
- Recognise the authority of the Chair at all times.
- Listen to and respect the opinions of fellow Committee members.
- Discuss issues in a co-operative manner.
- Prepare for meetings by considering relevant papers provided prior to the meeting.
- Express concerns to the President where decisions or actions appear contrary to the Committee's public duty.
- Maintain the confidentiality of sensitive matters discussed at Committee meetings, including not discussing Committee business in any place where the discussion may be overheard.
- Be independent in judgement and actions, and take all reasonable steps to ensure the soundness of Committee decisions.
- Observe the principles of probity in not demanding or accepting any fee, favour, reward, gratuity or remuneration in connection with their official duties, outside of the scope of their entitlements as a Committee Member, unless approved by the President.
- Comply with the spirit intended by this Code of Conduct and the Policies as set from time to time by the Committee of the HRCV.