

Triathlon South Australia

Policy:	Code of Conduct for Board Members
Policy Area:	TriSA Board Charter
Date Implemented:	April 2013
Last Amended:	

CODE OF CONDUCT OF BOARD MEMBERS

Introduction

This Code of Conduct (**Code**) has been drafted to address the responsibilities entrusted to the Triathlon South Australia (**TriSA**) Board members. The Code outlines fundamental principles to guide the Board to act in a manner that is fair, ethical and beneficial for TriSA and its members and affiliated associations. Each member of the Board must comply with the Code.

A Board member must, at all times:

Strategy

1. Strive to achieve the objects of association as outlined in the TriSA Constitution.
2. Ensure all TriSA and Board activities are in compliance with the TriSA Constitution, relevant policies, ethical codes and any legislative requirements.
3. Participate in the advocacy and promotion of TriSA as an organisation, and remain informed about TriSA's programs and activities.

Personal Behaviour & Integrity

4. Act honestly, in good faith in the exercise of his or her duties, for the best interest of the sport of Triathlon.
5. Perform the duties of his or her office impartially.
6. Exercise the degree of duty of care and diligence in fulfilling the functions of the office and exercising the functions of that office.
7. Listen to and respect opinions of fellow colleagues, maintaining courtesy and respect.
8. Not do any act or thing which might adversely affect or derogate from the standards, quality and reputation of TriSA and Triathlon and its maintenance and enhancement.
9. Not individually instruct the Executive Officer on matters relating to operational issues.
10. Properly observe their responsibility as the Executive Officer's employer.

Conflict of Interest

11. Declare any conflict of interest in accordance with the procedures in the TriSA Constitution.

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12. Not allow personal interests or the interests of any associated persons, or sectional interests to conflict with the interests of TriSA.
13. Not demand or accept in connection with their official duties any fee, favour, reward, gratuity or remuneration of any kind, outside the scope of their entitlements as a Board member, unless authorised by the Chairperson of the Board.
14. Not make improper use of information acquired by use of his or her position as a Board member to gain, indirectly or directly, an advantage for himself or herself or for any other person or to cause detriment to the sport.

Confidentiality

15. Maintain confidentiality and not divulge information deemed confidential or sensitive. If Board members are uncertain they should seek direction from the Chairperson of the Board.
16. Make only proper use of information acquired in their capacity as a Board member.
17. Avoid discussing Board or TriSA business in public places.

Responsibilities to Members & Affiliated Associations

18. Recognise that the Board's primary responsibility is to act in the interests of the TriSA members and affiliated SA Triathlon Clubs as a whole, but should, where appropriate, have regard for the interests of all stakeholders of Triathlon in South Australia.
19. Actively communicate with the TriSA membership and affiliated associations.
20. Ensure that TriSA's activities are responsive to the needs and interests of members.
21. Assist any members of TriSA who are having administrative, operational and financial difficulties in whatever manner TriSA considers appropriate.

Board Performance

22. Be clear and understand the roles, responsibilities and reporting relationships of the Board and professional staff.
23. Attend all Board meetings. Where attendance is not possible, Board members must submit an apology. If absence is likely to extend for several consecutive meetings, Board members should obtain a leave of absence.
24. Prepare for meetings by:
 - (a) preparing timely and complete reports as required for the member's Board position; and
 - (b) reading and considering papers circulated with the agenda.
25. Recognise the authority of the Chairperson of the Board.

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26. Debate issues in a non-threatening, co-operative manner at all times.
27. Make informed decisions.
28. Be independent in judgement and actions, and take reasonable steps to be satisfied as to the soundness of all decisions of the Board.
29. Express concerns to the Chairperson or other relevant authority about decisions or actions contrary to the Board's public duty.
30. Abide by Board decisions once reached and, once decisions are made, speak with one voice.

SIGNED:

DATED:



TRIATHLON

SOUTH AUSTRALIA