



## BOARD MEMBER CODE OF CONDUCT

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## SCOPE

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This policy is intended to implement a Code of Conduct for a Board Member of Table Tennis Queensland.

The Code of Conduct comprises principles (as set out hereunder) which are designed to provide guidance to a Board Member of Table Tennis Queensland in the discharge of his or her duties and responsibilities.

## LEGAL REQUIREMENTS

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A Board Member of Table Tennis Queensland shall familiarise himself or herself with the governing statute, the Constitution of Table Tennis Queensland and all by-laws made thereunder.

For avoidance of doubt, a Board Member is bound by, and thus required to comply with, the Constitution of Table Tennis Queensland and all by-laws made thereunder.

## GENERAL CONDUCT

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A Board Member of Table Tennis Queensland shall meet the following requirements in regard to his or her conduct as a Board Member, during any activity held or sanctioned by Table Tennis Queensland (including any affiliate member association), and in any other role held by the Board Member within Table Tennis Queensland:

- Carefully and diligently attend to the performance of the duties and the exercise of his or her powers as a Board Member;
- Use his or her skill and experience to the benefit of Table Tennis Queensland;
- Use his or her best efforts to ensure that Table Tennis Queensland is properly managed and to best meet its constitutional purposes;
- Ensure the proper management of the resources of Table Tennis Queensland so that its constitutional purposes are met;
- Attend all Board meetings where practicable;
- Ensure that he or she is fully informed about the activities and affairs of Table Tennis Queensland;
- Support the decisions of the Board of Table Tennis Queensland at properly constituted meetings, even if a Board Member did not personally support the decision;
- Be frank, honest and respectful in his or her dealings with other Board Members;
- Deal impartially, and without self-interest and external influence, with the interests of Table Tennis Queensland, including its members;
- Respect the rights, dignity and worth of other persons;
- Be fair, considerate and honest in all dealings with other persons (including all members of Table Tennis Queensland);
- Avoid any situation in which a conflict of interest may arise;

- Act in a professional manner and accept responsibility for his or her conduct;
- Commit to providing quality service to all members and stakeholders;
- Adhere to the governing statute, the Constitution of Table Tennis Queensland and all by-laws made thereunder;
- Be aware of the possible consequences if there is a breach of the Constitution of Table Tennis Queensland and/or any by-law made thereunder;
- Operate within the rules of the sport including national and international guidelines which govern Table Tennis Queensland and its members;
- Act in the best interests of Table Tennis Queensland and its members;
- Act honestly and in good faith at all times;
- Refrain from any form of harassment of other persons;
- Refrain from any behaviour that may bring Table Tennis Queensland or any its members into disrepute;
- Refrain from doing anything that in any manner denigrates Table Tennis Queensland and its public image;
- Be diligent, attend Board meetings and devote sufficient time for preparation to allow for full and considered participation in decision-making;
- Interact with other Board Members of Table Tennis Queensland in a constructive manner;
- Ensure that the views of all Board Members are given due consideration and weight;
- Ensure that members are provided with an accurate and balanced view of Table Tennis Queensland's performance;
- Ensure that the assets of Table Tennis Queensland are protected and maintained;
- Observe the confidentiality of non-public information acquired in his or her role as a Board Member; and
- Monitor the performance of paid staff.

## **CONFIDENTIALITY**

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A Board Member of Table Tennis Queensland shall:

- Maintain the confidentiality of matters discussed at Board meetings;
- Maintain the confidentiality of information acquired by virtue of his or her position as a Board Member;
- Not disclose or allow to be disclosed to any other person any such information which is not already known to the other person unless the disclosure has first been authorised by the Board;
- Ensure that confidential information is kept secure where confidential information is provided to a Board Member; and
- Ensure that confidential information is destroyed if such information is to be disposed of by a Board Member.

Confidential information available to a Board Member shall only be used in ways which are consistent with the obligations of a Board Member to act impartially, with integrity and in the public interest.

Confidential information available to a Board Member shall not be used to obtain any advantage, whether direct or indirect, for himself or herself or for any other person or body.

## **USE OF INFORMATION OR POSITION**

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A Board Member shall not use information acquired by virtue of his or her position as a Board Member for any purpose other than to perform his or her duty as a Board Member.

A Board Member shall not use his or her position as a Board Member to gain, directly or indirectly, a personal advantage (or advantage for any associated person) or an advantage which might cause detriment to Table Tennis Queensland and/or its members.

## **PUBLIC COMMENT**

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It is the role of the President and/or the Executive Officer to make public comment in respect of any matter relating to Table Tennis Queensland. Where appropriate, the President should inform the Executive Officer of any comment that should be made on a particular matter.

A Board Member (other than the President) should refrain from any public comment regarding the considerations and determinations of Table Tennis Queensland and direct any enquiries to the President and/or Executive Officer.

## **PUBLIC CONFIDENCE**

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A Board Member of Table Tennis Queensland shall:

- Not engage in conduct likely to bring discredit upon Table Tennis Queensland, the Board of Table Tennis Queensland, the sport of table tennis, or otherwise diminish the confidence of the public generally or of members and other stakeholders in Table Tennis Queensland;
- Not make any public comment or statement that is critical of, or otherwise calls into question, any decision made by the Board of Table Tennis Queensland;
- Report to the President any action by other persons that may adversely affect, either directly or indirectly, the public confidence in Table Tennis Queensland and the Board of Table Tennis Queensland;
- Not allow himself or herself to be subject to conduct by other persons that may adversely affect, either directly or indirectly, the honest and impartial exercise of his or her official functions;
- Avoid giving any indication that gifts, gratuities or hospitality relating to his or her membership of the Board of Table Tennis Queensland would be accepted, either for himself /herself or any other person or body, or that such gifts, gratuities or hospitality may influence a decision;
- Accept only token gifts and modest hospitality (a Board Member must declare any such gift or hospitality at the next Board Meeting that follows the acceptance of the gift or hospitality);
- Make full and prompt disclosure to the Board of Table Tennis Queensland if any gift, gratuity or hospitality (other than of a token or modest kind) is offered; and
- Report promptly in writing to the President any reasonably suspected case of conduct that could directly or indirectly affect the honest or impartial exercise of his or her official functions as a Board Member.

## **DISCLOSURE OF INTERESTS**

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A Board Member shall, no later than the first meeting of the Board of Table Tennis Queensland after the Board Member is appointed, provide to the President a complete listing of the Board Member's interests in any business or like entity which has or may have dealings with Table Tennis Queensland.

A Board Member shall have an ongoing obligation to keep such listing up-to-date.

The President and Executive Officer shall review the listing of a Board Member's interests, but shall keep that listing confidential unless the President or Executive Officer believes that a matter has come before the Board of Table Tennis Queensland that involves a conflict of interest.

In such circumstances, the President or Executive Officer should speak to the affected Board Member and advise that Board Member to disclose that interest to the Board of Table Tennis Queensland. The President and the Executive Officer should not disclose the relevant information to the Board of Table Tennis Queensland unless it is believed that the Board Member has a conflict of interest that the Board Member has not disclosed.

The list of disclosure of interests shall not be made available for inspection by members of Table Tennis Queensland or the public generally, but is to remain confidential to the President and Executive Officer except in circumstances where disclosure is required as set out above.

## **CONFLICT OF INTEREST**

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A Board Member shall give primacy to the interests of Table Tennis Queensland, and must not allow his or her personal interests, or the interests of any associated person, to conflict with those of Table Tennis Queensland.

The potential for a conflict of interest arising from membership on Boards of affiliates shall be advised to the President at the time a potential conflict becomes apparent to a Board Member.

A Board Member shall ensure that in any circumstances where a conflict between his or her personal interests and those of Table Tennis Queensland may arise, he or she must:

- Immediately disclose the nature of that conflict to the President; and
- Not be present during discussion of the matter by the Board of Table Tennis Queensland or vote in respect of the matter; and
- Accept the directions of the Board of Table Tennis Queensland in respect of the resolution of conflict.

A conflict of interest is to be assessed in terms of the likelihood that a Board Member possessing a particular interest could be influenced, or might appear to be influenced, in the performance of his or her duties or in respect of any other matter.

## **DISSENT AT MEETINGS**

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A Board Member shall recognise and acknowledge that where disagreement occurs, every effort must be made to resolve the issue and avoid unnecessary dissension.

A Board Member does not have the right to ignore or attempt to frustrate a decision of the Board of Table Tennis Queensland nor pursue any personal agenda in circumstances when he or she does not agree with the majority decision.

Nevertheless, there may be occasions when a Board Member feels strongly about a matter that the Board Member is unable to acquiesce in a decision of the Board of Table Tennis Queensland. In such instances, the Board Member may consider taking some or all of the following steps:

- Making the extent of the dissent and its possible consequences clear to the Board as a means of seeking to influence the decision;
- Asking for additional expert advice;
- Asking that the decision be postponed to the next meeting to allow time for further consideration and informed discussion; and/or
- Recording of a dissent in the Minutes.

## **BREACH OF POLICY**

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A breach of this policy by any Board Member of Table Tennis Queensland shall be dealt with in accordance with the procedures as set out in the Complaints Policy of Table Tennis Queensland.