**SGLN Board Member**

**Code of Conduct**

Members of the Board/Committees of South Gippsland Landcare Network (SGLN) abide by the code of conduct hereunder and sign a declaration to this effect.

**1. Demonstrating Respect**

* Members will be fair, objective and courteous in their dealings with other Board members, SGLN staff and other members of the public.
* Members will demonstrate respect for board members, SGLN staff and others ensuring freedom from discrimination, harassment and bullying.
* Members will value and respect the diversity of opinions of members and respect their right to voice those opinions in a safe and supportive environment.
* **Once decisions of the Board have been made, no Board member shall publicly disagree with the decisions.**

**2 Knowledge**

* Members ensure that they have an appropriate level of knowledge of the governance structures, the Strategic directions of SGLN and their role within the overall operation of SGLN.
* Members obtain relevant information on an ongoing basis about the financial circumstances of their area of responsibility.
* Members ensure that their contribution to meetings is constructive and supportive and that they fulfill their role adequately and effectively.

## **3 Meetings**

* Board Meeting agendas and papers will be posted to Board members a week prior to the Board meeting.
* Board members will read all papers supplied and bring them to the meeting.
* Members come on time, well prepared and informed, to all meetings of the Board/Subcommittee to which they have been appointed.
* Where a member is unable to attend a meeting, an apology and reason for non-attendance is given to the Network Coordinator in advance.
* Unless the Board is satisfied that special circumstances exist, any Board member who does not attend three consecutive meetings will have their membership terminated in writing prior to the next scheduled meeting.

## **4 Confidentiality**

* Members discuss and consider confidential issues arising at meetings during those meetings only, unless otherwise directed by the meeting.
* Members do not discuss any matter arising in meetings with support staff or any third party, without the prior approval of the Board/Committee.
* Members do not discuss personal information about Landcare members or support staff unless with the explicit agreement of the member or employee concerned.

## **4 Conflict of Interest**

* No member of the Board or any Committee or subcommittee can be appointed to, or retain, any paid office of SGLN (excepting ex officio support staff members).
* No member can directly or indirectly supply goods or services for profit to SGLN, except as bona fide remuneration for services rendered or expenses incurred on behalf of SGLN (excepting ex officio support staff members).
* Members declare any pecuniary interest and do not participate in any discussions or decisions in which they have such interest or in which it could be perceived they have a conflict of interest.

## **3 Communication with support staff**

* Official communication with support staff on matters discussed at Board/Committee meetings is only entered into by the member/s specifically delegated to do so.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Board member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_