



PROTOCOL

CODE OF CONDUCT (BOARD)



BOWLS TASMANIA SOUTH

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CODE OF CONDUCT: BOARD OF MANAGEMENT



SYNOPSIS

The purpose of this Code of Conduct is to outline the type of behaviour that Bowls Tasmania South (BTS) requires from the members of its Board of Management and set out clear principles for the ethical and professional conduct of its Board members in effectively carrying out their responsibilities.

RELATED POLICES:

- BTS Delegates' Meetings Protocols
- BTS, Bowls Tasmania and Bowls Australia Strategic Plans
- BTS Communications Protocols
- BTS Social Media Policy

APPLICABLE FORMS:

None

RESPONSIBLE OFFICERS:

- BTS President
- BTS Deputy President

APPLICABILITY:

This Code governs the conduct of all persons appointed or elected to the BTS Board of Management.

Constitutional authority

RULE 41. BY-LAWS, CONDITIONS OF PLAY AND POLICIES

The Board may make, repeal, amend or alter such By-Laws and Policies as considered necessary for the proper conduct of the operations of the Association. Such By-Laws and Policies must be consistent with the objects contained in Rule 4 ...

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1. VALUES

- 1.1 **Passion** - Board members care about our association, its people, its members and its purpose.
- 1.2 **Teamwork** - Board members work together for a common goal and create a harmonious environment.
- 1.3 **Integrity** - Board members are honest and treat people with respect.
- 1.4 **Excellence** - Board members strive for continuous improvement and innovation in everything they do.
- 1.5 **Accountability** - Board members are clear about their roles and responsibilities and decision-making authority and pursue these in accordance with the Association's governance instruments.

2. RESPECT

- 2.1 Board members will treat each other, and others they deal with, fairly and consistently.
- 2.2 Board members will treat their Board colleagues with respect, courtesy, tolerance, honesty and fairness, having proper regard and sensitivity for the views of their colleagues in relation to their opinions, rights, safety and welfare.
- 2.3 Board members will not abuse, harass, bully, discriminate, threaten or victimise other Board members, or members of the Association.
- 2.4 Board members will be non-discriminatory and inclusive.

3. BEHAVIOUR

- 3.1 Board members will perform their functions with integrity, impartiality, honesty, conscientiousness, and loyalty to the interests of the association.
- 3.2 Board members will act in the interests of the Association in all their deliberations and not favour the interests of one particular club over the interests of the Association as a whole

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- 3.3 Board members will exercise due care and diligence in fulfilling the functions of their office and exercising the powers attached to that office
- 3.4 Board members will not engage in conduct likely to bring discredit upon the Association or take improper advantage of their position as Board members.

4. LEADERSHIP

- 4.1 Board members will possess “Working with Vulnerable People” accreditation obtainable through the Tasmanian Department of Justice and register Bowls Tasmania South as a group with whom they volunteer.
- 4.2 Board members will promote, support and exhibit the BTS values in the performance of the functions of their office.
- 4.3 Board members will ensure that the resources of the Association are applied in accordance with predetermined priorities in a responsible and accountable manner to minimise financial risk.
- 4.4 Board members will look for ways to improve the performance of the Board and the Association and promote high standards of administration and governance.
- 4.5 Board members will ensure that financial and non-financial risks are identified and managed.

5. DECISION MAKING

- 5.1 Board members will use Board meetings as the appropriate forum for discussion of all relevant issues.
- 5.2 Board members will ensure their decisions align with the priorities embodied in the BTS Strategic Plan.
- 5.3 Board members will act with diligence and care and seek to make decisions that are honest, fair, impartial, and timely, based on consideration of the relevant facts.

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5.4 Board members will show respect for the opinions of fellow Board members and allow each Board member a fair and reasonable opportunity to contribute to discussion and decision making.

5.5 Board members will acknowledge and embrace the decisions of the Board when communicating with third parties, irrespective of their own personal views.

6. USE OF OFFICIAL INFORMATION

6.1 Confidential information received by a Board member in the course of the exercise of their duties remains the property of the Association

6.2 Board members will not disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by the BTS Board of Management, by the person from whom the information was provided, by the source of the information, or is required by law.

6.3 Board members will refrain from public comment about the Board, its deliberations or the operations and business of the Association unless authorised by the BTS Board of Management or required by law.

7. CONFLICTS OF INTEREST

7.1 Board members will not allow personal interests, or the interests of any associated person or club, to conflict with the interests of the Association.

7.2 Board members will not accept gifts or benefits that could place them under an actual or perceived financial or moral obligation to other organisations, or to individuals.

7.3 Members will disclose any conflicts, possible conflicts, pecuniary interests, or offers of gifts at each meeting at which the Board is to consider a matter for which a conflict is present or may be present.

8. BREACHES OF THIS CODE

8.1 The principles of procedural fairness will be observed when making decisions in regard to alleged breaches of the BTS Board of Management Code of Conduct, and any penalties or sanctions that may be imposed when such breaches are proven.

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- 8.2 Alleged breaches of the Board of Management Code of Conduct should be referred to the President of the Association or another member of the Executive Committee if the alleged breach involves the President.
- 8.3 The Executive Committee (excluding officers involved in the alleged breach) will decide the course of action to take. This may include:
- (a) counselling;
 - (b) a conflict resolution process between the parties involved;
 - (c) a formal hearing conducted by an Administrative Tribunal Panel appointed by the Executive Committee.
- 8.4 Any penalties or other sanctions imposed will be appropriate to the seriousness of the breach and will be determined by the Administrative Tribunal Panel.
- 8.5 The Board member will be suspended from all duties relating to membership of the Board of Management until the appeal has been heard.
- 8.6 A Board member wishing to appeal a decision of the Administrative Tribunal Panel must submit their appeal in writing to the BTS Secretary within seven (7) days of the penalty being imposed.
- 8.7 Appeals against penalties or other sanctions will be heard by an independent Administrative Appeals Panel appointed by the BTS Secretary, none of whom will have served on the Tribunal Panel that imposed the penalty or sanction.
- 8.8 An appeal must be heard within 14 days of the formation of the Administrative Appeals Panel.
- 8.9 The decision of the Administrative Appeals Panel shall be final and binding. If the appeal is upheld the Board member will have all rights restored. If the appeal is dismissed the sanction/s will take immediate effect.

