

CAULFIELD HEBREW CONGREGATION INC. BOARD AND COMMITTEE MEMBER CODE OF CONDUCT AND DECLARATION OF INTERESTS FORM

OBJECTIVE

To ensure that Board and committee members represent and act in the best interest of the CHC community while upholding the values described below. This is achieved through:

- Contributing openly and thoughtfully to all discussions.
- Applying logic and reasoning to all decision making.
- Supporting decisions, once confirmed, so that goals and organisation objectives can be achieved.

VALUES

- We demonstrate respect for each other and for the CHC community.
- We show integrity in all our interactions, being moral, ethical, honest, transparent and trustworthy.
- We show appreciation for the efforts of our colleagues.
- We are compassionate, showing empathy in our dealings with each individual.

CODE OF CONDUCT

Committee members should at all times act in an ethical and respectful way. This includes:

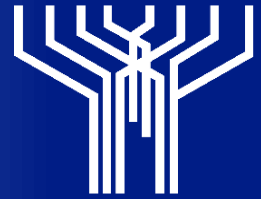
- Maintain confidentiality with the conversations held at the meeting unless it is agreed that the information should be communicated. The obligation to maintain confidentiality continues to apply even after a person has left the Board.
- Declare conflicts of interest as they arise and abstain from any discussion or decision related to this conflict.
- Refrain from improperly using information or committee position to gain an advantage for themselves or someone else; or cause detriment to the organisation.
- Being prepared for Board and Committee meetings.
- Adhering to our values.
- Being open and honest with input into discussions, decisions and recommendations.

ASSURANCE

I advise that, to the best of my knowledge, my private, business and financial interests, do not conflict nor disqualify me from my board or member appointment, as the case may be, in respect to the expectations of the duties of an officeholder, as referred to in the *Associations Incorporation Reform Act 2012 (Vic)**¹.

I also undertake to advise CHC should I be in a situation at any time which may cause a conflict of interest with my responsibilities as an office holder or member and I will recuse myself from any related matters.

I understand that my position is contingent on a current Working with Children volunteer check.
(Please complete if you have a current WWC)



WWC Card Number _____ Card Type _____ Expiry Date _____

I also undertake to adhere to the CHC policy on Child Safety and to meet my obligations under the Child Wellbeing and Safety Act 2005 ^{*2}

I agree to abide by the Values, Code of Conduct and Assurance as outlined above and understand that if I breach this agreement that I may be required to resign from my appointment.

Name _____ Signature _____ Date ____/____/____

*¹ Summary of the basic duties and obligations of an office holder under the *Associations Incorporation Reform Act 2012 (Vic)* including penalties that can apply if an office holder breaches those duties and obligations are included as a reference link on the CHC website.

*² The CHC policy on Child Safety and a link to the *Child Wellbeing and Safety Act 2005* are included as a reference link on the CHC website.

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