

# *Board Policy for Member Code of Conduct*



ST ANDREWS  
CHRISTIAN COLLEGE

INSPIRED BY  
FAITH

DISTINGUISHED BY  
CHARACTER

LEADERS BY  
INFLUENCE



# *Board Policy for Member Code of Conduct*

## PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

*“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”*

## POLICY DOCUMENT INFORMATION

<b>TITLE:</b>	Board Policy for Member Code of Conduct
<b>AUTHORS:</b>	James Bligh
<b>ACKNOWLEDGEMENTS:</b>	
<b>PURPOSE:</b>	To provide policy and direction for all the College Community.
<b>RELATED DOCUMENTS:</b>	

## KEY DATES

<b>ISSUE DATE:</b>	March 2011
<b>REVIEWED AND APPROVED:</b>	July 2018
<b>SCHEDULED REVIEW DATE:</b>	July 2019



## 1. OBJECTIVE

To establish the framework for expected and acceptable behaviour for Board Members both during official activities of the Board as well as in informal interactions with stakeholders external to the Board.

## 2. PERSONAL COMMITMENT

Under God, the Board members commit themselves to:

- Seek Godly guidance and wisdom in ensuring the Company, and the College which it operates, remains true to its calling in furthering Christian education.
- Act in accordance with the College Constitution and Australian Corporate law.
- Ensure the highest standard of ethical behaviour and corporate accountability.
- Act at all times in the best interests of the legal and moral ownership of the College (i.e. the membership of the College, the PCV, and the community the College serves).
- Observe the rights and opinions of all other Board members and meeting attendees and treat one another with respect and dignity.

## 3. SPECIFIC PRINCIPLES FOR INDIVIDUAL MEMBERS

In order to meet the personal commitment above each Board Member will conduct themselves according to the following:

- Be familiar with the requirements of, and act in accordance with, Australian Corporate law, specifically the **Corporations Act 2001**.
- Act with **honesty and integrity** by being open and transparent in all dealings; using power responsibly and striving to earn and sustain public trust of a high level.
- Act in **good faith in the best interests of the College** by demonstrating accountability for actions; accepting responsibility for decisions and refraining from activities that may bring the College into disrepute.
- Act **fairly and impartially** by avoiding bias, discrimination, caprice or self-interest.
- **Demonstrate respect for others** by acting in a professional and courteous manner and by refraining from negative or hurtful patterns of engagement.
- **Use information appropriately** by ensuring information gained as a Board Member is only applied to proper purposes and is kept confidential.
- **Use the position of Board Member appropriately**. The position of Board Member is not to be used to obtain undue advantage for the Board Member, family members or associates, or to cause detriment to the College. In particular gifts or favours that may cast doubt on your ability to apply independent judgement as a Board Member of the College must be declined.
- Act in a **financially responsible** manner. Understand financial reports, audit reports and other financial material that comes before the Board; actively inquire into this material.
- Exercise **due care, diligence and skill** by ascertaining all relevant information; making reasonable enquiries and understanding the financial, strategic and other implications of decisions.



- **Comply with the College Constitution.** All actions taken by a Board Member must be within the powers and for the functions set out in the Constitution at all times.
- Demonstrate good **leadership and stewardship.** Promote and support the College and the Christian values on which it was founded.
- Declare any **Conflict of Interest**, as defined by Board policies, in a timely manner.
- Commit to a minimum of 2 hours per year of **Professional Development** specifically related to the role of Board Member of St Andrews.
- Abide by all College and Board Policies and Procedures.

#### 4. COMPLIANCE WITH THIS CODE

If, at any time, a member of the Board feels they are unable to comply with this Code of Conduct then their ability to perform the role of Board Member may be impaired. In these circumstances the Board Member is morally obligated to resolve the situation by one of the following means:

- Seek endorsement of the rest of the Board for the Code of Conduct to be amended.
- Seek permission from the rest of the Board to have their obligations under the code lifted temporarily.
- Remove themselves from Board deliberations or decision making until they are again able to comply with the Code.
- Resign their position as a Member of the Board.