

Equestrian Western Australian Incorporated

ABN: 53 591 481 584

Policy:	Code of Conduct – Committee Members
Policy Area:	Board & Governance Policies
Date Approved:	6 th February 2018
Replaces Policy No:	24 th June 2010

A Committee Member is an Equestrian WA member either elected, appointed or co-opted to one of the Committees representing Equestrian WA interests. Those interests include, Dressage WA, Eventing WA, Jumping WA, Show Horse WA, EWA Vaulting, Para Equestrian Panel, EWA Coaching, EWA Medication Panel, EWA Measuring Panel, EWA Sport Fund Board and any other Committee recognized from time to time by the Equestrian WA Board.

A Committee Member must, at all times:

1. Act honestly, in good faith in the exercise of his or her duties, for the best interest of the sport of equestrian.
2. Perform the duties of his or her office impartially, uninfluenced by fear or favour.
3. Exercise the degree of duty of care and diligence in fulfilling the functions of the committee and exercising the functions of that committee.
4. Recognize that the primary responsibility is to Equestrian WA members and affiliated Equestrian WA clubs as a whole but should, where appropriate, have regard for the interests of all stakeholders of Equestrian WA Inc.
5. Not make improper use of information acquired by use of his or her position as a Committee Member to gain, indirectly or directly, an advantage for himself or herself or for any other person or to cause detriment to the sport.
6. Not take improper advantage of the position.
7. Not allow personal interests or the interests of any associated persons, or sectional interests to conflict with the interests of Equestrian WA Inc.
8. Should not engage in conduct likely to bring discredit upon Equestrian WA Inc.
9. Be clear and understand the roles, responsibilities and reporting relationships of the Board, Committee Members and professional staff.
10. Not individually instruct the Chief Executive Officer on matters relating to operational issues.
11. Attend all committee meetings. Where attendance is not possible members will submit an apology. If absence is likely to extend for several consecutive meetings, members will obtain leave of absence.

12. At committee meetings recognize the authority of the Chairperson.
13. Listen to and respect opinions of fellow Committee Members.
14. Debate issues in a non-threatening, co-operative manner at all times.
15. Prepare for meetings by
 - a. preparing timely and complete reports as required for the member's committee position,
 - b. Reading and considering papers circulated with the agenda.
16. Express concerns to the Chairperson or other relevant authority about decisions or actions contrary to the Committee's public duty.
17. Maintain confidentiality and not divulge information deemed confidential or sensitive. If members are uncertain they should seek direction from the Committee Chairperson.
18. Avoid discussing committee business in public places where there is a likelihood of being overheard.
19. Have an obligation to be independent in judgment and actions and to take reasonable steps to be satisfied as to the soundness of all decisions of the Committee.
20. Not demand or accept in connection with their official duties any fee, favour, reward, gratuity or remuneration of any kind, outside the scope of their entitlements as a Committee Member, unless authorized by the Chairperson of Equestrian WA Inc.
21. Have an obligation to comply with the spirit, as well as the letter of the law and with the principles of this Code.
22. Abide by Committee decisions once reached.
23. Abide by the directions of the Equestrian WA Inc. Board.
24. Once decisions are made, speak with one voice.

Name of Committee Member: _____

Member No: _____

Signed: _____ Dated: ____ / ____ / _____

Name of EWA Chair: _____

Member No: _____

Signed: _____ Dated: ____ / ____ / _____