

ECA –SA Branch Code of Conduct and Executive Members Agreement

Purpose

The Code of Conduct sets out the principles of behaviour necessary to maintain confidence in the Branch Executive and the Branch's integrity, and the responsibility and accountability of individual executive members for reporting and investigating reports of unethical behaviour.

The purpose of the Code of Conduct and Executive Members Agreement is to encourage the development of a spirit of collective decision-making, shared objectives and respect for and shared ownership of decisions of the Executive.

Executive members are expected to comply with this Code of Conduct and Executive Members Agreement.

Principles

Members of the Executive of Early Childhood-South Australia will at all times conduct themselves in a manner that:

Supports the objectives of the Organisation and reflects its values

Serves the overall best interests of the Organisation rather than any particular constituency

Brings credibility and goodwill to the Organisation

Demonstrates a respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances

Respects and gives fair consideration to diverse and opposing points of view

Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and all other activities undertaken on behalf of the Organisation

Ensures that the financial affairs of the Organisation are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities

Avoids real or perceived conflicts of interest

Conforms to the policies approved by the Executive, in particular this Code of Conduct.

Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the Organisation's business.

Policy

As a member of the ECA – South Australia Executive, I will:

Support the objects, mission and values of the organization.

Use the organisation's governance policies as a framework for my work on the Executive.

Seek to gain an understanding of the role of Early Childhood Australia - South Australia and its relationships with its branch members and with National Office and the ECA Board.

Consider myself to be a trustee of Early Childhood Australia – South Australia and do my best to ensure that it is well-maintained, financially secure and operating in a manner which is appropriate and relevant to the needs of its members and the best interests of children.

Promote Early Childhood Australia within the broader community in a positive and professional manner.

Ensure that I am aware of and comply with all legal and other responsibilities associated with my role as an Executive Member.

Remain loyal to the Executive and Early Childhood Australia and do nothing to violate the trust of those who nominated me to the Executive.

Ensure that the views of any organizations I represent are presented in Executive deliberations.

Demonstrate good faith, prudent judgment, honesty, transparency and openness in any activities I undertake on behalf of the Organization.

Attend Executive Meetings punctually and regularly and tender the normal apologies when unable to do so. Executive Members who miss more than three consecutive meetings will be asked to reconsider their ability to effectively contribute to the Executive, unless prior arrangements for an extended absence have been made.

Exercise due diligence by being well prepared for meetings, reading relevant documents and tendering reports when required.

Not take advantage of information or position or opportunities arising from membership of the Executive should competition arise with the organisation.

Ensure that the financial affairs of the organisation are conducted in a responsible and transparent manner with due regard for my fiduciary responsibilities.

Ensure the protection and efficient use of the organisation's assets for legitimate business purposes.

Ensure compliance with appropriate legal and statutory requirements in all aspects of the organisation's work.

Approach all executive issues with an open mind and be prepared to make the best possible decisions on behalf of all those served by Early Childhood Australia-South Australia.

Respect and support the majority decisions of the Executive.

Work in a collegiate manner with fellow executive members, treating each with dignity and respect, regardless of their individual interest or personal values.

Value the contributions of others, and work to build an atmosphere that encourages tolerance of the views of others, and encourages the use of the personal and professional strengths that each member brings.

Maintain the confidentiality of any non-public information.

Act in accordance with the Code of Ethics of Early Childhood Australia.

Authorisation

By accepting appointment to the Early Childhood Australia-South Australia Executive, individual executive members agree to this Executive Members Agreement.

Related Documents and References

Early Childhood Australia – South Australia Constitution

Early Childhood Australia Constitution 2006

Early Childhood Australia Code of Ethics 2006

Governance Policies

Early Childhood Australia's Mission and Values www.earlychildhoodaustralia.org.au

Early Childhood Australia's Strategic Directions 2005-2008

Early Childhood Australia –South Australia's Strategic Plan 2008

Definitions

Approved by Executive:

Approval 12 April 20108:

Due for Review: January 2011