



# Canberra Bridge Club

## **CODE OF CONDUCT for CANBERRA BRIDGE CLUB (CBC) COMMITTEE MEMBERS and APPOINTEES**

The purpose of this document is to set out the standards and behaviours expected of CBC Committee members and people appointed to CBC positions outlined in the bylaws.

CBC Committee members and appointees agree that they will:

- Uphold the Constitution, Codes and bylaws of the Club.
- Comply with the Associations Incorporation Act 1991 and the Associations Incorporation Regulation 2023 (as amended).
- Declare any material personal interests.
- Have the best interests of the Club and its members in mind at all times.
- Act in good faith and with due care, diligence and integrity.
- Treat all people associated with the Club, including other members and staff, with respect and courtesy.
- Promote a culture of fair and ethical behaviour.
- Look for opportunities for improved performance of the Club operations and Committee functions.
- Strive to attend all meetings, sending apologies to the President or Secretary for necessary absences.
- Prepare for meetings by reading the agenda and any papers.
- Arrive at meetings on time. Stay to the end of meetings unless they have an unavoidable prior commitment.
- Participate fully in meetings:
  - Listen to what others have to say and keep an open mind;
  - Contribute positively to the discussions;
  - Try to be concise;
  - Avoid side conversations;
  - Work actively to seek constructive solutions;
  - Find compromises and consensus.
- Draw attention to any actual or potential conflicts of interest that may arise in discussions.
- Ensure that any information that is obtained from CBC is not used for personal gain.
- Ensure that discussion about CBC is confidential to the members of the Committee.
- Respect decisions of the Committee regardless of personal views.
- Fulfil any responsibilities assigned to them at meetings and be prepared to report back on progress at the next meeting.
- Not make public comments about CBC unless authorised by the Committee or President to do so.

In exercising my duties as a committee member or appointee under the Canberra Bridge Club bylaws I agree to use my best efforts to comply with the Committee Code of Conduct and agree to keep confidential all Committee information which has not been placed in the public domain.

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Signed

Name:

Date: