



Volunteer Ambulance Officers Association of Tasmania Incorporated

ABN 49 452 275 349

www.tasmanianambulancevolunteers.asn.au

*Our Vision: Improved representation and support of Volunteer Ambulance Officers in
Tasmania, to maximise patient care outcomes*

Board Members Code of Conduct (v.2020)

The Code of Conduct, as amended from time to time, shall be endorsed at the first Board meeting following each Annual General Meeting (AGM) of the Volunteer Ambulance Officers Association of Tasmania Incorporated (VAOAT). Where the Code of Conduct varies from the Constitution, the Constitution (including the underpinning Model Rules) shall apply.

This Code of Conduct is for the VAOAT Board Members and provides ethical guidelines to which members shall adhere to in the performance of their duties and overrides all previous versions of the Code of Conduct.

OUR VALUES AND BEHAVIOUR

1. Board members must treat individuals with dignity and respect when acting in a VAOAT capacity which will allow the Board members to pursue their governance mandate, foster harmonious relations between VAOAT Board members, VAOAT members, Ambulance Tasmania and all stakeholders.
2. Board members must serve loyally, without self-interest and free from conflicts of interest and must declare any conflict of interest with respect to their fiduciary responsibilities.
3. A Board member must act honestly and in good faith in the best interests of the VAOAT. This includes refraining from engaging in conduct that would discredit and / or compromise the integrity of VAOAT or the VAOAT Board, or negatively impact on other Board members or the integrity of meetings such as:
 - a. Neglect of duty
 - b. Deceitful or corrupt practices including knowingly provide false or misleading information
 - c. Breach of confidentiality
 - d. Inappropriate behaviour such as, but not limited to, harassment, victimisation, bullying and/or discrimination
 - e. Unlawful or unnecessary breaches of authority
 - f. Abuse of position to obtain advantage for themselves, their family members or close associates.

OUR OBLIGATIONS

4. Board members are obligated to sign the Code of Conduct prior to receiving any Board matters and/or correspondence.
5. Board members are obligated to be current financial members to continue to receive Board matters and/or correspondence.
6. Board members are expected to support the VAOAT Board and its member's decisions. In order to reach these decisions, open, honest and respectful discussion is encouraged in order to consider all viewpoints required to make the best decision for the greatest good of the VAOAT.

VAOAT Cares... communication, advocacy, representation and support

7. The Board members shall fulfil their responsibilities with integrity and within the VAOAT Constitution and have the responsibility to:
 - a. Become conversant with the VAOAT Constitution;
 - b. Recognise and maintain confidentiality regarding information acquired by the individual's membership with VAOAT;
 - c. Use VAOAT resources in an appropriate manner;
 - d. Operate in a manner which promotes confidence from the membership and public in its deliberations; and
 - e. Conduct VAOAT business in a manner that does not conflict with the public interest.
8. Board members shall attend and actively participate in Board meetings, including voting on motions and recommend policy and other duties as prescribed in the best interests of VAOAT including:
 - a. Exercising reasonable care in all matters under consideration.
 - b. Treating 'in committee' information as confidential.
9. Board members shall not purport to speak on behalf of the VAOAT Board.
 - a. The designated Board member to speak publicly on behalf of VAOAT will be the Publicity Officer (Media Tart).
 - b. Other Board members may at times be given this role at the discretion of the Board Executive or the President.

GOVERNANCE

10. Any grievance/s by VAOAT Board members should be addressed, if the first instance, in writing to the Secretary, the Public Officer or any of the Executive to be immediately forwarded on to all of the Executive.

11. Grounds for disciplinary action

The Association may take disciplinary action against a Board member in accordance with this Division if it is determined that the Board member –

- a. Has failed to comply with Code of Conduct; or
 - b. Has failed to fulfil the obligations of their role as outlined in their Position Description; or
 - c. Refuses to support the purposes of the Association; or
 - d. Has engaged in conduct prejudicial to the Association.
12. Where a breach of the Code of Conduct occurs by a Board Member, and it is deemed by the Executive to be substantial, the breach shall be recorded by the VAOAT Board and one or more of the following methods may be evoked:
 - a. a Board motion is recorded that no action be taken; or
 - b. a Board motion requesting an investigation by an independent third party tribunal and the Board to accept the tribunal decision; or
 - c. a Board motion calling for the subject member of the Board to appear before the Board, or make written submission; or
 - d. the Board member shall be suspended until such time as all Board members are briefed and can consider the appropriate course of action to be taken.
 - e. A substantial breach determined by the Executive may be subject to censure by way of caution, reprimand or in extenuating circumstances, removal from office.

By signing this Code of Conduct, the Board member agrees to adhere the above principles.

Board member Name:

Board member signature:

Date:

President Name:

President Signature:

Date: