



## Bomaderry Bowling Club

Incorporating Berry Bowling Club, Bomaderry RSL Club, Nowra Golf Club

# Board of Directors Conduct Policy

### PURPOSE

The Board of Directors Conduct Policy embraces a multitude of issues which will provide direction, encourage responsible behaviour and require commitment from each Board Member in the performance of their duties and responsibilities.

All Board Members are asked to ensure that Fairness, Integrity and Professionalism is displayed at all times.

Displaying reasonable care, honesty, impartiality, confidentiality and loyalty are all attributes demanded of Board of Directors.

Board of Directors accepting a term of office agree to abide by the following and understand that any breaches will be subject to appropriate Board disciplinary action up to and including termination of their position.

### 1. SCOPE

This policy applies to Elected Board of Directors of the Bomaderry Bowling Club Ltd. Including Board appointed Committee Delegates and is in addition to the Members Conduct Policy.

A Board Member is to ensure that dealings with other Board Members, Members, Visitors or representatives of the Bomaderry Bowling Club (including employees, contractors or office holders). Is done so with the Members interests in mind and to act not only within the constraints of the Law but in line with the Clubs Constitution and Bylaws.

As a Board Member is also engaged as a contractor, employee or office holder, any breach of, or disciplinary action as a result of; may be taken for each instance and may affect the further engagement of its contractors and or employees, as so deemed by the Board of Directors.

## 2. DEFINITIONS

**Board of Director:** means an elected official of The Bomaderry Bowling Club, as appointed by the Members at an AGM or duly authorised person appointed by the Board.

**Employees:** means employees, contractors, sub-contractors and other persons employed or engaged by Bomaderry Bowling Club including those in Managerial positions.

**Members:** means the members of Bomaderry Bowling Club and for the purposes of this policy also includes their guests, nominees, their guests and any other users of the Bomaderry Bowling Club facilities.

## 3. POLICY

As a Board of Director; they Shall

- understand that the Board is a Consensus decision making body which encourages diverse opinions and rigorous debate in formulating a determination;
- Representative the Membership as a whole and will at all times act in their best interest;
- Act at all times in accordance with relevant laws and governing regulations;
- Confine discussion of the Club business, particularly of a commercially sensitive or private nature, to properly constituted Committee meetings and will not engage in discussions of Club business with Club members, suppliers or contractors without the approval of the Board;
- Not utilize a position outside of constituted meetings to received benefits greater than ordinarily provided to other members, unless otherwise approved by the members;
- Adhere to the Club's Governance Model, respecting the stated lines of communication which involves working through the General Manager to the Board;
- Be aware, that all Committee actions require Board approval, except in areas where authority to act independently has previously been delegated;
- Implement a 'Hands-off' approach, and not instruct individual Club employees outside of previously authorized channels of communication; unless a law is likely to be broken or there is a imitate safety concern.
- Concentrate on issues of concern, not personalities;
- Support decisions made by the Committee and Board outside of Committee meetings;
- Participate responsibly, being responsible for group behaviour and productivity;
- Refer all complaints, suggestions and correspondence through the appropriate channels of communication before committing the Committee or Club Management to action, unless an existing policy deals with the matter.
- Not harass, bully or discriminate against colleagues, members of the public or employees;
- Not misuse official information for personal or commercial gain for oneself or others;
- Where conflicts of interest do arise, ensure they are managed in the public interest and refrain from debate or voting on the issue.