



ALIA Board of Directors Code of Conduct

3 July 2017

Introduction

This Code of Conduct has been drawn up with regard to the responsibility entrusted to the elected members of ALIA's Board of Directors. It outlines fundamental principles to guide the Board to act in a way that is fair, ethical and beneficial for ALIA and its members. Every member of the Board of Directors is expected to comply with the spirit and letter of this code.

Members of the Board of Directors will:

1. Strategy and Advocacy

- 1.1 Strive to achieve ALIA's vision and mission and uphold its core values
- 1.2 Ensure all ALIA and Board activities are in compliance with ALIA's Constitution, By-laws and policies
- 1.3 Engage in public advocacy for the Association by promoting its work and keeping informed about its programs and activities
- 1.4 Promote the library and information profession and its standards
- 1.5 Contribute a strategic focus to ALIA
- 1.6 Ensure media comments are made by the appropriate people, normally the President or Chief Executive Officer of ALIA.

2. Responsiveness to ALIA Members

- 2.1 Ensure that Association activities are responsive to the needs and interests of members
- 2.2 Ensure that the Board is accountable to the members by documenting and communicating actions and decisions, as appropriate
- 2.3 Apply the principles of equality and diversity, and ensure that the organisation is fair and open to all sections of the Association in all of its activities
- 2.4 Actively seek input and communicate with ALIA membership.

3. Integrity

- 3.1. Act with honesty, fairness and openness in all dealings as representatives of the Association
- 3.2. Maintain a professional level of courtesy, respect, and objectivity in all ALIA activities
- 3.3. Uphold , and assist other ALIA members of the Board in upholding, the highest standards of professional conduct
- 3.4. Conduct themselves in a manner which does not damage or undermine the reputation of ALIA or its staff, avoiding actual impropriety and any appearance of improper behaviour
- 3.5. Disclose any instance of fraud, corruption or maladministration on the Board or within ALIA.

4. Conflicts of Interest

- 4.1. Exercise the powers vested in them as Board Members for the good of all members of ALIA rather than to secure any benefit or advantage to the Board member, family or business connection
- 4.2. Disclose conflicts of interest promptly or if the appearance thereof arises
- 4.3. Avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

5. Confidentiality

- 5.1. Respect the appropriate confidentiality of the content of Board papers, discussions, decisions and related correspondence, noting that open consultation is important for the Board's decision making and engagement with all members
- 5.2. Make only proper use of information acquired as a Director.

6. Accountability and responsible stewardship

- 6.1. Ensure that ALIA is compliant with the Corporations Act and other relevant legislation
- 6.2. Act prudently and with probity to protect all financial assets and resources of the organisation, and ensure that they are used to deliver the organisation's objectives
- 6.3. Maintain and review a risk register for the organisation, and take identified actions to mitigate risks.

7. Effective Board performance

- 7.1. Ensure co-operation of all Board members to manage the Board's own operations
- 7.2. Strive to attend all Board meetings and contribute to productive meetings by ensuring they are prepared
- 7.3. Make informed decisions and give due consideration to differing points of view on the Board and amongst members
- 7.4. Accept and support the decision of the majority
- 7.5. Work co-operatively with the ALIA House staff and State and Territory Managers, recognising their role and responsibilities
- 7.6. Participate in the Board's performance appraisal, renewal and succession planning.

8. Gifts

- 8.1. At times Directors will receive gifts, both physical gifts and gifts in kind such as free travel or attendance at functions or conferences. Physical gifts with a value of \$100 or greater should be declared to ALIA and forwarded to ALIA House for storage
- 8.2. "In kind" gifts, such as travel, should be mentioned at the next available Board meeting and be recorded as being provided to the Board member.

9. Dispute resolution

- 9.1. Contentious matters between individual Board members will be acknowledged and there will be determined endeavours undertaken to resolve any disputed matters or conflicts through direct discussions and negotiations, with an emphasis upon good will and the identification of mutually amicable solutions
- 9.2. Board members have a responsibility to try every avenue possible to resolve such disputes
- 9.3. The President should be involved as soon as practically possible after a Board member is aware that they are in dispute with another Board member, and the President should facilitate discussion between the parties in dispute
- 9.4. If any disputed matter or conflict cannot be resolved through the application of internal organisational resources in the first instance, the parties will seek to resolve the matter through independent mediation. The President will call upon the Chief Executive Officer to provide or arrange such assistance
- 9.5. If, after these avenues have been explored, the parties cannot reach agreement, the Board will make a determination that is binding on all parties.

Endorsed at ALIA Board meeting on 3 July 2017

The Code of Conduct shall be reviewed every four years.

Board member name (Print): _____

Board member signature: _____

Date: / /

