

# BYRON BAY BASKETBALL ASSOCIATION BOARD GOVERNANCE CODE AND FINANCIAL GOVERNANCE CODE

## 1. GOVERNANCE CODE

Members of the Board of the Byron Bay Basketball are requested to read the following statements, and to confirm their intention in writing, to abide by the rules governing the office of Board Member.

### CODE OF CONDUCT

**It is the responsibility of members of the Board to:**

- act honestly, in good faith and in the best interests of the entity as a whole
- use due care and diligence in all their written and verbal communications and in decision making
- use the powers of office for a proper purpose, in the best interests of the entity as a whole
- have regard for the interests of all stakeholders, although the primary responsibility is to members of the Association
- be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the BBBA Board.
- protect confidential information. It remains the property of the entity and it is improper to disclose it
- comply at all times with the spirit as well as the letter of the law and with the principles of this code
- ensure that personal interests or the interests of an associated person do not conflict with the interests of the entity
- avoid making improper use on information
- avoid taking improper advantage of their position on the Board
- avoid engaging in any conduct likely to bring discredit upon the entity

Board Members are also reminded that upon completion of their term of office, all records (minutes, copies of correspondence and other documents) pertaining to BBBA Board meetings are to be either returned or destroyed, the latter action to be advised to the Board in writing.

### DECLARATION:

I, (insert full name) ....., agree to abide by the Code of Conduct as stated above while I hold office as a member of the Board of the Byron Bay Basketball Association. I also agree that on completion of my Term of Office all information gained while a member of this remains confidential. I also agree that upon completion of my term of office I will return or destroy Board records in my possession.

Signed:

Dated:

## 2. CODE OF FINANCIAL GOVERNANCE

**It is the responsibility of members of Byron Bay Basketball Association Board Members:**

- a) To ensure that BBBA property is appropriately managed in order to protect and enhance the benefits to its members and to meet the Board's obligations to its members, the, community and to the law.
- b) To voice their dissent where they disagree with a financial decision and they feel it is in the best interests of the Board to express their dissent. Resignation should be considered the last resort.
- c) Not to disclose any confidential financial information that may be harmful to the Association. Board Members are also liable under federal and state laws, for defamation, malice and the use of insider information for personal gain.
- d) To excuse themselves from decision-making where they have a conflict between their own personal interests and those of the Association which may compromise their ability to be perceived to be objective and to be actually objective. Should conflicts of interest arise, they must be openly disclosed and minuted.
- e) To declare all material benefits received in the BBBA's Annual Report.
- f) To have full access to all relevant financial information through the Treasurer and to ensure that they understand the information they have received. This includes access; even after their resignation from the Board to information pertaining to their position as a Board member.
- g) The Treasurer takes responsibility for ensuring that all Board members are informed of all relevant financial information on a timely basis.

**DECLARATION:**

I, (insert full name) ....., agree to abide by the Code of Financial Governance as stated above while I hold office as a member of the Board of the BBBA. I also agree that on completion of my Term of Office all information gained while a member of this Board remains confidential. I also agree that upon completion of my term of office I will return or destroy Board records in my possession.

Signed:

Dated:

The BBBA Board Governance Code and Financial Governance Code were formally adopted by the Association and the Board at the AGM of 23<sup>rd</sup> June 2014.