

# TARANAKI GOLF



## TARANAKI GOLF ASSOCIATION BOARD & EXECUTIVE: CODE OF CONDUCT POLICY

I will respect and uphold the values of the Taranaki Golf Association through:

- **Inclusiveness** – we recognise that diversity is strength and will seek to involve all people, as active participants in the association.
- **Responsive** – we will strengthen the efforts of individuals and groups to meet the goals of the association and make a difference.
- **Quality** – we will strive for excellence in the delivery of our services and activities.
- **Connected** – we will work with others through local and regional cross-sectoral links and partnerships to enhance the golfing community well-being.
- **Accessible** – we will provide fair and open access to volunteer opportunities and support.
- **Forward looking** – we will recognise the need for continual review and improvement.
- **Impact focused** – we believe that success is measured by outcomes and will seek to deliver results that benefit both individuals and the golfing community.

### GENERAL

- I will act within the governing document of the Taranaki Golf Association and the law and abide by the policies and procedures of the organisation. This includes having knowledge of the contents of the Taranaki Golf Association Constitution and relevant policies and procedures.
- I will support the objects and mission of the Taranaki Golf Association, championing it, using any skills or knowledge I have, to further that mission and seeking expert advice where appropriate.
- I will be an active executive committee and/or board member, making my skills, experience, and knowledge available to Taranaki Golf Association and seeking to do what additional work I can outside committee meetings, including sitting on sub-committees.
- I will respect organisational, Board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.

- I will develop and maintain a sound and up-to-date knowledge of the Taranaki Golf Association and its environment.
- I will use Taranaki Golf Association's resources responsibly, and when claiming expenses will do so in line with Taranaki Golf Association procedures.
- I will seek to be accountable for my actions as a committee member of the Taranaki Golf Association and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that Taranaki Golf Association is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

## **MANAGING INTERESTS**

- I will not gain materially or financially from my involvement with Taranaki Golf Association unless specifically authorised to do so.
- I will act in the best interests of Taranaki Golf Association as a whole, and not as a representative of any group – considering what is best for Taranaki Golf Association and its present and future beneficiaries and avoiding bringing Taranaki Golf Association into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests' conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest, I will ensure that this is managed effectively in line with Taranaki Golf Association policy.
- I understand that a failure to declare a conflict of interest may be a breach of this code.

## **MEETINGS**

- I will attend all appropriate meetings and other appointments at Taranaki Golf Association or give apologies. If I cannot regularly attend meetings, I will consider whether there are other ways I can engage with Taranaki Golf Association.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings, contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the Board and will not act individually unless specifically authorised to do so.

## **GOVERNANCE (Board Members)**

- I will actively contribute towards improving the governance of the Taranaki Golf Association Board participating in induction and training and sharing ideas for improvement with the Board.
- I recognise that the role of the Taranaki Golf Association is one of governance and that operational matters will be handled by the relevant executive committee or employees of the association as appropriate,

## **RELATIONS WITH OTHERS**

- I will endeavour to work considerately and respectfully with all those I meet at Taranaki Golf Association and its affiliated member clubs. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of board members, executive committee members and staff of Taranaki Golf Association are different, and I will seek to understand and respect the difference between these roles.
- Where I also am an executive committee member and board member with the association, I will maintain the separation of my role as a executive committee members and as a board member.
- I will seek to support and encourage all those I encounter at Taranaki Golf Association. I recognise my responsibility to support the chairman and the Chief Executive Officer.
- I will not make public comments about the association unless authorised to do so. Any public comments I make about Taranaki Golf Association will be considered and in line with organisational policy, whether I make them as an individual, executive committee member or as a board member.

## **LEAVING THE BOARD AND/OR EXECUTIVE COMMITTEE**

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Taranaki Golf Association executive committee and/or board.
- Should this happen I will be given the opportunity to be heard. If I am asked to resign from the Board, I will accept the majority decision of the Board in this matter and resign at the earliest opportunity.
- If I wish to cease being a executive committee member and/or board member at any time, I will inform the chairman in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

## **DISCIPLINARY PROCEDURES**

- Should a breach of the Code of Conduct occur an inquiry of the matter shall be conducted.
- If the TGA board are satisfied there are grounds to conduct a disciplinary hearing, one shall be held.
- The disciplinary hearing committee will be made up of the Men's and Women's executive presidents and the TGA Board Chair. The TGA Executive officer may be called upon to take minutes of the meeting. Any committee/board member shall be entitled to bring a support person with them
- The disciplinary committee shall have the power to sanction, suspend or remove a committee/board member from their role.
- The decision of the disciplinary committee on all matters shall be deemed final.
- The findings of the disciplinary committee shall remain confidential.