

# **Code of Conduct – Australian Lebanese Association Incorporated**

**April 2019**

## **Introduction**

The Code of Conduct for the Australian Lebanese Association (ALA) applies to the behaviour and actions of each Trustee Board member individually, and to the operation, conduct and decisions of the Board as a collective organisation.

## **Our Vision**

ALA to act as a charitable non-profit organisation dedicated to supporting and developing the health, welfare, education, social, cultural, artistic and sporting needs of the Australian Lebanese people, their family and their descendants and also Lebanese Australians (AL), both in Australia and in Lebanon, in a manner which at all times complies with its obligations as a Deductible Gift Recipient within the meaning of the Laws of Australia.

## **Our Mission**

ALA is a non-sectarian, non-religious, non-political and egalitarian association.

With Board Approval and consultation and collaboration with the AL and ALA members:

- To liaise with other like-minded and similarly aligned associations for the promotion and enhancement of the ALA
- Search out and respond to the hopes, ideas, needs and concerns of all AL and grow ALA through continuous improvement, knowledge and awareness.

## **Our Values**

ALA operations and relationships aspire at all times to think, speak and act with:

*Integrity    Respect    Care    Value    Conciseness    Intelligence*

## **Excellence in Leadership and Conduct**

AL are to demonstrate excellence in their standards of personal behaviour to each other and uphold and promote the good reputation of the ALA consistent with Our Values.

Board and Committee members are to exercise personal ethic, intellectual rigour, and professional responsibility in their dealings on the Board, in particular when dealing with issues that may be personal, confidential in nature or if they are dealing with material or financial resources.

This Code of Conduct reflects the principles of integrity, impartiality, equity, fairness and collaboration to promote the good interests of the ALA and developed in line with the ALA.

Board members and Committee members must, consistent with Our Values:

- Exercise discipline and channel all matters through the Chair or CEO, as agreed,
- Observe good governance around the democratic principles of open consultation, evidence-based decision making, accountability, transparency, honesty, fairness, environment, safety and welfare,
- Are to act in a financially responsible manner, applying due diligence to the scrutiny of all matters, financial reports, audits and other financial material that comes before the Board and Committee.

Only the ALA public officer or authorised spokesperson is able to produce and make public statements.

## **Conflicts of Interest**

ALA Members are bound to voluntarily disclose any personal or business interests which may give rise to actual or perceived conflicts of interest.

Members must ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner.

Each member must take personal responsibility to manage and declare any conflict, or perceived conflict, between their personal and public duty.

Where a potential conflict of interest does arise, members must ensure they disclose these at the earliest possible time and that these are managed in the interest of the AL and ALA, such as by abstaining from a vote or withdrawing from debate on the matter in question.

## How Will We Know When We Are Succeeding?

ALA success as an organisation will inspire other members of the ALA to follow in our footsteps in creating a strong, healthy, egalitarian and worthwhile legacy.

Collectively, we will have given a united voice to the various cultural aspects of our AL community that will enable citizens to continue to be hard working enthusiastic contributors to enrich each other's life and life in Australia.

We continuously earn the trust and respect of the broader community.

## Initial Committee Formation and Roles

ALA Board to initially consist of a voted:

- Chair
- Vice-Chair
- Treasurer
- Secretary
- Assistant Secretary
- Public Officer
- 2 Members

Initial sub-committees – two board members to be represented on each of the committees:

- Seniors
- Events
- Development

### Version Approved: April 2019

Position	Print Names	Sign	Date

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