



Code of Conduct for CBCA **Branch** Members

(insert name of Branch)

The Children's Book Council of Australia

Engaging the Community with Literature for Young Australians

The Children's Book Council of Australia's Key Messages

- Promoting quality literature to young Australians
- Supporting Australian writers and illustrators of children's books
- Promoting the role of library and literature professionals in bringing children and books together
- Celebrating outstanding contributions to Australian children's literature through the annual CBCA Book of the Year Awards
- Promoting greater equity of access to reading through community projects

Conduct

CBCA Branch members and staff will:

- Adhere to the policy and decisions of the CBCA Branch
- Adhere to the Constitution of the CBCA *(insert name of Branch)* Inc. and any Branch Governance and policy documents
- Act ethically with honesty and integrity pursuing at all times the best interests of the CBCA
- Take individual responsibility for actively promoting the values of the CBCA
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare
- Not harass, bully or discriminate against colleagues, members of the public and/or employees
- Contribute to a harmonious, safe and productive culture throughout the CBCA through professional workplace relationships and interaction with writers, illustrators and literature professionals and others in the community involved with children's literature
- Not make improper use of their position as a CBCA Branch representative to gain advantage for any other person or themselves.

Communication and official information – it is expected that CBCA Branch members and staff will:

- Communicate with the Board through their State or Territory delegate
- Follow official communication guidelines as set out under Branch policy
- Not disclose official information or documents acquired through liaison with the Board, membership of a committee or sub-committee of the Branch, other than as required by law or where agreed by decision of the Branch committee
- Not make any unauthorised public statements regarding the business of the Branch without express written approval of the Branch President
- Support, adhere to and not contradict the formal decisions of the Branch made in its meetings
- Respect the confidentiality and privacy of all information as it pertains to individuals.

Conflicts of interest – it is expected that Branch members and staff will adhere to the CBCA’s policy of Conflict of Interest including:

- Disclose and declare any personal or business interests which may give rise to actual or perceived conflict of interest
- Ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner
- Manage and declare any conflict between their personal and CBCA duties
- Adhere to the decision of the Board and the Branch in relation to the management of a declared conflict of interest.

Use of public resources – it is expected that Branch members and staff will:

- Act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before the Branch
- Ensure the efficient use and reporting of grants and publicly-funded resources, including membership fees, donations, proceeds from merchandise, conferences and events, office facilities and equipment, vehicles, cab charges, corporate cards.

In addition, Branch members commit to:

- Taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the CBCA
- Taking responsibility for reporting improper conduct or misconduct that has been, or may be occurring in relation to any matter pertaining to the

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CBCA, to the Board and all Branch Executive Committee members and authorities and relevant people or other organisations.