



Archery Western Australia Inc.			
Title:	AWA Policy Manual		
Subject:	Code of Conduct		
Responsibility:	Council of Clubs		
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1. Code of Conduct

- 1.1 An Official for the purpose of this Code of Conduct is any member of the association that is either elected or appointed to a position on the Council of Clubs, committee, sub-committee or position that has been delegated authority to perform any function on behalf of the association.
- 1.2 The officials of Archery WA have a duty to their members to ensure that the business of the organisation is run fairly and within the rules of the association. There is a further obligation that all business must be conducted in a manner that meets the legal responsibilities and requirements of the *Associations Incorporations Act 1987* (WA).

2. Officials Responsibilities

- 2.1 Persons who become officials of the association must make sure that they understand the legal responsibilities that come with the position and are fully aware of the operational aspects and meeting the legal requirements of the Incorporations Act.
- 2.2 They must:
 - act honestly
 - act in good faith
 - apply due care and diligence
 - avoid conflicts of interest
 - not to make improper use of position;
 - not to make improper use of information; and
 - in the best interest of Archery WA Inc.

3. Required Competency

- 3.1 They must act competently and should exercise care, skill and diligence in making decisions. Under common law the Duty of care, skill and diligence is a subjective duty. Breaching this duty of care is deemed to be reckless in the exercising their office.
- 3.2 They need not exhibit a greater degree of skill than may reasonably be expected from a person of their knowledge and experience. Therefore, are not liable for mere errors of judgment.
- 3.3 Need to give a reasonable degree of attention to the affairs of the association and should attend committee meetings; when reasonably able to do so.
- 3.4 Are justified in the absence of suspicion, to trust the administrators and other committee members of association
- 3.5 In considering the degree of care and diligence that they ought to exercise, a court would take into account matters such as their relevant knowledge, background and experience, and the size and financial condition of the association at the relevant time.

4. Improper Purpose

- 4.1 An official must not act with improper purpose. Under common law they must not use the powers for improper purpose. An example of use of power for an improper purpose is where an officer uses the association resources to ensure their own re-election.

5. Conflicts of interest

- 5.1 They must declare conflicts of interest. This overlaps with the duties to act honestly and for proper purpose. At common law they must not place themselves in a position where

there is a conflict actual or potential between their personal interests and the duty owed to the association.

- 5.2 Where there is a conflict of interest, disclosure is the appropriate action to take. The disclosure must be full and frank and made to the association at either committee or a general meeting.

6. Taking advantage of opportunity

- 6.1 The general rule is that officers must not use their position to make a profit. If they do, then they must account to the organisation for the profit made.
- 6.2 Officers must not take advantage of opportunities where the association is unable. They have an obligation not to profit personally from their position, and not to allow a conflict to arise between their duty as an official and their own self-interest.
- 6.3 The nature of the association must be taken into account when determining the risk. If they are acting in their own interests or in the interests of a third party without considering the interests of the organisation then they are not acting in the interests of the association.

Notes

This is a compilation table of document 200-001.01 and includes the amendments made to the document by the Council of Clubs. This table does not form part of the document.

Compilation table

Date	Version	Clauses Amended	Details and Comments
20 May 2005	1.0	All	No Information Available (Author K Schumann)
June 2005	2.0	All	No Information Available (Author Unknown)
Sept 2013	3.0	All	Revised Document
Oct 2013	3.1	Clause 6.2	Correction to typo and insertion of word “advantage” between take and of in first sentence.