



**Annandale Public School
Parents & Citizens Association**
*Benefiting our children and their
school*

Code of Conduct for APS P&C Association Office Holders

Edition 1/October 2007

The Association's Code of Conduct for its Office Bearers are to ensure the office bearers fulfill their executive, accountability and fiduciary duties to the members of the Association.

Rights and equitable treatment of members of the Association

- Office Bearers are to respect the rights of members and to help members to exercise those rights.
- Office Bearers are to help members to exercise their rights by the Association effectively communicating information that is understandable and accessible and encourage members to participate in general meetings.

Role and responsibilities of the Executive Committee and its Office Bearers

- Office Bearers are to clearly understand their roles and responsibilities as Office Bearers and members of the Association's Executive Committee.

Integrity and ethical behavior

- Office Bearers are to ensure that they must act with integrity and to good ethical standards to promote ethical and responsible decision-making.

Disclosure and transparency

- Office Bearers are to ensure that the Association discloses its decisions and the processes in reaching those decisions.
- Office Bearers are to maintain procedures to independently verify and safeguard the integrity of the Association's financial reporting.

Conflicts of interest

- Office Bearers are to disclose conflicts of interest and absent themselves in decisions that may compromise the independence of their decision-making.

Interests of other institutions

- Office Bearers are to ensure that the Association recognises its legal, financial and other obligations to all legitimate institutions.

Handling of Personal and Confidential Information

- Office Bearers are to treat Personal Information (as defined in the various Australian Privacy Acts) and confidential information disclosed to them in their capacity as Office Bearers in accordance with relevant laws and must not access, use or disclose such information for any purpose other than authorised Association business.

Representations to government on behalf of the Association

- Office Bearers may develop and maintain relationships with Ministers and Opposition Ministers and relevant officials in the State Government.
- Office Bearers on Association business may meet individually with Ministers, Ministerial staff or government officials. Where they do, they are to make it clear it is for Association business and not personal interests.
- Office Bearers are to report to the Association as soon as possible after meetings on Association business with Ministers, Ministerial staff or government officials.

Resolution to APS P&C Code of Conduct

Adopted on the(day).....(month).....(year) by special resolution at a general meeting of the Annandale Public School Parents & Citizens Association.

Signed on behalf of the Association by:

Name:
President of Annandale Public School Parents & Citizens Association

Name:
Secretary of Annandale Public School Parents & Citizens Association