



Code of Conduct for CBCA **Board** Members and Staff 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 Board Members and staff will:

- Adhere to the Constitution of the CBCA Inc. and any Governance and Policy documents
- Act ethically and 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 staff
- 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 representative to gain advantage for any other person or themselves.

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

- Follow official communication guidelines as set out in Board Governance documents
- Not disclose official information or documents acquired through either membership of the Board other than as required by law or where agreed by decision of the Board
- Not make any unauthorised public statements regarding the business of the organisation without express written approval of the President of the Board
- Support, adhere to and not contradict the formal decisions of the Board made in its meetings
- Respect the confidentiality and privacy of all information as it pertains to individuals.

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

- Disclose any personal or business interests which may give rise to actual or perceived conflicts 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 in relation to the management of a declared conflict of interest.

Use of public resources – it is expected that Board 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 Board
- Ensure the efficient use of grants and publicly-funded resources, including membership fees, donations, proceeds from merchandising, conferences and events, office facilities and equipment, vehicles, cab charges, corporate cards.

In addition, Board members commit to:

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