

# Central Highlands Arts and Cultural Advisory Committee

## SUB COMMITTEE CODE OF CONDUCT

### Sub Committee Guidelines & Code of Conduct

The CHACAC knows how valuable our volunteers are to the proper management of the organisation. In many cases projects simply could not be completed without substantial input by the volunteer members of our sub committees. We understand we have obligations to our volunteers to ensure their opinions are considered, their work is recognised and they are protected by good governance practices. In turn, we ask that our volunteers are active, communicate well within a group and are enthusiastic about the project and ethical in their behavior.

### Level of Commitment

We understand that the role of a subcommittee member often comes way down a long list of other duties and there will be times when volunteers simply cannot contribute because of their workload. If this or another situation arises, we expect our volunteers to advise us of the problem and if necessary, resign from the subcommittee. The Chairperson is responsible for monitoring the performance of each subcommittee and every member of that committee. In plain words, we need active participants who understand you need to give something in order to get something. Each and every subcommittee member will be expected to offer some comment, review documents as they are being developed and if necessary, attend meetings, or respond to emails by the indicated deadline.

### Conflict of Interest

Volunteers who are interested in joining sub committees simply to get information being developed before their competitors, or those who are working on similar projects and see sub committees as a good way to use research and expertise being offered to the association probably have a conflict of interest. It's vital that you disclose any conflict of interest and allow the organization to assess if your involvement can be balanced with a conflict. Making use of information developed in another organisation's sub committees without advising them or asking permission could incur legal action.

### Code of Behaviour & Breaches

When volunteers work together there can be a temptation to ignore what may be considered poor behaviours or to indulge in them yourself. If the CHACAC allows this behaviour there is a danger that no-one will be willing to work together for the good of all. It is vital for the subcommittee to be able to work effectively that a level trust is maintained between the participants. To help this occur, all subcommittee members MUST abide by the following Code of Behaviour.

- We agree subcommittee related correspondence is to be considered confidential until formally published by the CHACAC.
- We agree to treat each other with respect and professionalism.
- We will honour times when information cannot be shared because of commercial sensitivities.
- We respect confidentiality of fellow volunteers if it's requested.
- If we feel behaviour of others has hurt us, we agree to use council's proper complaint handling processes.
- We agree not to take any legal action against fellow subcommittee members and or the council for any comments made during discussions in subcommittee meetings, to allow free and open expression of opinion.
- We will always be an active participant to discussions and debate.
- Breach of this clause may result in a volunteer being expelled from a subcommittee without notice.

### Contact with Stakeholders

Each subcommittee will be established by a Chairperson, who is always the only authorised and official representative of the subcommittee. While several members of a subcommittee may be delegates to make representations, ask questions or make contact outside of the committee to bring back information, official responses can only come from the Chairperson who are required to follow council's policies in this area.

### Contact with Media

All media enquiries on any matter relating to the CHACAC or its sub committees, projects it is currently undertaking or media releases must be referred to the Chairperson who is required to follow council's policies in this area.

### What Happens When Things Don't Work Out?

If there is a problem on sub committees or with other volunteers, initially this will be discussed either with the Chairperson of the subcommittee or with the Manager Connected Communities, if the Chairperson is involved in the problem. If a resolution cannot be found, the matter will be referred to the full management of council for an urgent decision and the volunteer may be asked to resign from the subcommittee or project, at their discretion. A formal complaint can also be made through the Manager Connected Communities.

### Resigning From Sub-Committee

If you find you don't have time to contribute, your circumstances change or the sub-committee just isn't right for you, simply let us know in writing.

<b>Project Name &amp; Purpose:</b>	<b>Central Highlands Regional Galleries</b> This sub-committee will assist council to coordinate activities and exhibitions in the Central Highlands Regional Galleries.  <b>Galleries include:</b> <ul style="list-style-type: none"><li>• Emerald – Emerald Regional Art Gallery</li><li>• Springsure – Bauhinia Bicentennial Art Gallery</li></ul> <b>Major projects include:</b> <ul style="list-style-type: none"><li>• Annual Art Competition</li><li>• Year round exhibitions</li><li>• Marketing campaigns</li><li>• Website review</li></ul>
<b>Due Commencement Date:</b>	<b>20 June 2019</b>
<b>Due Finalisation Date:</b>	<b>No Date Specified</b>
<b>Contribution Required:</b>	Volunteers will need to contribute some time to: <ul style="list-style-type: none"><li>• respond to emails from the subcommittee</li><li>• assist with major projects</li><li>• share ideas for promotion/events/exhibitions</li><li>• perform some research or provide information to contribute to the discussions &amp; planning process.</li></ul>

<b>Sub-Committee Chair:</b>	
<b>Sub-Committee Members:</b>	

### Agreement

Before our volunteers begin, we ask them to read these guidelines and then contact the subcommittee Chairperson to discuss anything they have concerns about. Attendance at your first sub-committee meeting either via face to face or on teleconference assumes you agree to abide by these conditions. Volunteers will also be required to undertake council's volunteer induction prior to participating in project work.