
Gosford Pre-School Inc. Committee Code of Conduct

This Code of Conduct sets out the standards of conduct required of all Members of Gosford Pre-School Inc. Committee ("Committee").

the Committee may amend the Code of Conduct from time to time.

the Committee Standards of Conduct:

1. Members shall agree to be bound by the standards set within this Code of Conduct.
2. Members shall be non-executive and unpaid and shall receive no benefit from their office and no staff member of The Pre-School shall be elected or appointed to the Committee. However, Members of The Pre-School Committee are entitled to be reimbursed for actual expenses incurred in fulfilling their duties as Members of the Committee.
3. Members shall act, at all times, and in all matters in the best interests of the Pre-School in accordance with relevant laws and the Pre-School's policies and procedures.
4. Members are to ensure that, at all times, their own conduct is competent, ethical and prudent and is in the best interests of the Pre-School. In so doing, Members shall set an example to all staff members, students, parents/carers and members of the broader Pre-School community.
5. Members shall, at all times, act honestly and in good faith in the exercise of their powers and in the discharge of the duties of their office.
6. Members must use the powers of office for a proper purpose, in the best interests of the Pre-School as a whole.
7. Members have a duty to exercise due care, diligence and skill in fulfilling the functions of their office and in exercising the powers associated with that office.
8. Members must not engage in conduct that is likely to bring discredit or prejudice to the Pre-School, to the Committee or any Member of the Committee or is likely to defame any Member of the Committee or any staff member of the Pre-School.
9. Members shall not take improper advantage of their position or make improper use of information acquired as a Member of the Committee.
10. Members shall not allow personal, family or business interests to conflict with the interests of the Pre-School.
11. Members should be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.
12. Members shall not make any public statement to any news or media organisation regarding a matter relating to the Pre-School.

13. The performance of any service or supply of any article to the Pre-School by a Member of the Committee for which that Member may receive compensation requires the prior approval of the Committee and disclosure to members.
14. Any Member of the Committee finding they are unable to meet the requirements of the Code of Conduct must offer to resign from the Committee.
15. To be a Member of the Committee, persons are required to make declarations as set out in in the Confidentiality, Conflict of Interest and Charter of Duties Declarations.

Associated Documents:

Charter of Duties

Confidentiality Declaration