

1. Board Code of Conduct

1. Executive Summary

This Code of Conduct is designed to assist all Board Members to be aware of their responsibility to perform their duties in an ethical and appropriate manner.

By accepting a position on the Board of the Sub-Branch there is a commitment to honour this code of conduct.

2. Preface

2.1. Returned & Services League of Australia (Queensland Branch) North Gold Coast Sub-Branch Inc. (Sub-Branch) is an incorporated association pursuant to the 'Association Incorporations Act 1981'.

2.2. Returned & Services League of Australia (Queensland Branch) North Gold Coast Sub-Branch Inc. received its charter on 11th July 2009 and was duly established as a Sub-Branch of Returned & Services League of Australia (Queensland Branch).

2.3. The Charter is the legal instrument granting privileges and rights bestowed by the parent body Returned & Services League of Australia, Returned & Services League of Australia (Queensland Branch). Returned & Services League of Australia (Queensland Branch) North Gold Coast Sub-Branch Inc. is an independent branch of the League.

2.4. The Constitution of the Sub-Branch was amended at a meeting of members on 28th September 2013. The registration of this Constitution with the Office of Fair Trading was 16th January 2014. This new Constitution repeals any prior constitutions.

3. Code of Conduct

The Sub-Branch Board understands that, under the law, they have clear fiduciary duties and responsibilities, which include:

- a. to act in good faith and in the best interests of the Sub-Branch at all times;
- b. not to improperly use information acquired in the course of the activities of the Sub-Branch to gain an advantage for themselves or someone else or to cause detriment to the Sub-Branch;
- c. not to improperly use position on the Sub-Branch Board to gain an advantage for themselves or someone else or to cause detriment to the Sub-Branch;
- d. to disclose and manage conflicts of interest i.e. not allowing personal interests, or the interests of any associate or related person or body, conflict with the interests of the Sub-Branch;
- e. to manage the financial affairs of the Sub-Branch responsibly and not to allow the Sub-Branch to operate whilst insolvent; and
- f. to exercise powers and discharge duties with a degree of care and diligence in fulfilling the duties of the role on the Board that a reasonable person would exercise.

4. Undertaking

All board members are required to give the following undertaking:

- a. I know the Objects of the RSL and will promote and assist the Sub-Branch to work towards achieving those Objects.
- b. I am clear about my role on the Board.
- c. I understand the financial position of the Sub-Branch and am familiar with its financial statements.
- d. I understand my responsibilities and legal duties as a Board Member and keep this in mind when making decisions as a board member, particularly difficult ones.
- e. I have read the Constitution of the Sub-Branch, understand it and will follow it.
- f. I acknowledge that although Board Members act as a group, I always do what I think is best for the Sub-Branch, even if sometimes it means taking a different view to other Board Members.
- g. I understand the Sub-Branches obligations to legislative requirements (such as the ACNC, OFT, ATO and other regulators) and comfortable the Sub-Branch is meeting them.
- h. I undertake to listen to the other Board Members and work as part of a team. I acknowledge the Board shares a collective responsibility for the Sub-Branch and other Board Members are my colleagues.
- i. I will declare and manage any conflicts of interest responsibly.
- j. I will always act in the best interests of the Sub-Branch.

5. Declaration of Acceptance

I, _____ (Name), as _____ (Position),

of the North Gold Coast Sub-Branch Inc. declare that I have read and understood the Code of Conduct, as outlined above and agree to abide by its provisions during my term of office at the above-mentioned Sub-Branch.

(Signature)

____/____/202____
(Date)

(Witness)

____/____/202____
(Date)