

## **PRINCE HENRY AT LITTLE BAY COMMUNITY ASSOCIATION**

To ensure that Executive Committee Members' valuable time is used effectively, each member is requested to commit to the following ground rules and code of conduct.

### **Ground Rules for Executive Committee Meetings**

- Committee meetings will be held every two months at the Coast Centre for Seniors at Curie Ave, Little Bay.
- Each meeting will run for a maximum of two hours.
- Each member undertakes to attend at least five of the six meetings held.
- Each member agrees to comply with the Code of Conduct at all times.
- Each member undertakes to provide documents in relation to agenda items for circulating to all other members at least three days prior to the meeting.
- Each member agrees to read all reports and other documentation prior to attending each meeting.
- Each member should take notes for their own reference – recording the meeting digitally is not permitted.
- Each member agrees to read all email correspondence and any attached documentation to enable an informed exchange on a particular issue.
- Each member agrees to participate in a fair share of the project work required.

### **Code of Conduct for Executive Committee Members**

Each committee member understands that they have been elected to represent the best interests of all Prince Henry owners and agrees to:

1. be committed to acquiring a basic understanding of and comply with the relevant legislation, this Code of Conduct and all rules/regulations/by-laws relating to the Prince Henry at Little Bay community scheme
2. act honestly and fairly, and not unreasonably disclose information held by the Prince Henry Community Association, including information about another member and/or owner
3. represent the best interests of the Prince Henry Community Association unless it is unlawful to do so
4. not cause a nuisance or otherwise behave in a way to bring disrepute or diminish the good reputation of the Prince Henry Community Association Executive Committee and/or any of its members
5. respect fellow members' opinions and differences, and foster a spirit of teamwork and cooperation
6. be committed to attending all meetings of the committee other than in exceptional circumstances such as illness, work commitments, or holidays
7. comply with committee process and procedure as determined by its members from time to time
8. not share committee email correspondence with or blind copy to a third part without approval of the members
9. disclose to the committee any conflict of interest they may have in a matter before the committee, and not vote on such matters.