**Code of Conduct for Directors**

* Act honestly, in good faith in the exercise of his or her duties, for the best interest of the organisation.
* Perform the duties of his or her office impartially, uninfluenced by fear or favour.
* Exercise the degree of duty of care and diligence in fulfilling the functions of the office and exercising the functions of that office.
* Recognise that the primary responsibility is to the members as a whole but should, where appropriate, have regard for the interests of all stakeholders of the organisation*.*
* Not make improper use of information acquired by the use of his or her position as a board member to gain, indirectly or directly, an advantage for himself or herself or for any other person or to cause detriment to the sport.
* Not take improper advantage of the position.
* Not allow personal interests or the interests of any associated persons, or sectional interests to conflict with the interests of the organisation.
* Not engage in conduct likely to bring discredit upon the organisation.
* Maintain confidentiality by understanding that information obtained as a result of membership of the Board, should not be released except as decided by the Board as a whole. Board agendas, papers, minutes and discussions are confidential to the Board. If members are uncertain they should seek direction from the Chairperson.
* Avoid discussing board business in public places where there is a likelihood of being overheard.
* Have an obligation to be independent in judgement and actions and to take reasonable steps to be satisfied as to the soundness of all decisions of the board.
* Be clear and understand the roles, responsibilities and reporting relationships of the board and administrative staff.
* Where necessary, read documents sent by email between meetings and respond in a timely manner where requested/required.
* Attend all board meetings. Where attendance is not possible members will submit an apology. If absence is likely to extend for several consecutive meetings, members will obtain leave of absence.
* Recognise the authority of the Chair at board meetings.
* Listen to and respect opinions of fellow colleagues.
* Debate issues in a non-threatening, co-operative manner at all times.
* Prepare for meetings by:
  + Preparing timely and complete reports as required for the member's board position.
  + Reading and considering papers circulated with the agenda.
* Express concerns to the Chairperson or other relevant authority about decisions or actions contrary to the board's public duty.
* Ensure that the organisation's assets are protected via a suitable risk management strategy.
* Not demand or accept in connection with their official duties any fee, favour, reward, gratuity or remuneration of any kind, outside the scope of their entitlements as a board member, unless authorised by the Chairperson.
* Have an obligation to comply with the spirit, as well as the letter of the law and with the principles of this code.
* Abide by board decisions once reached.
* Once decisions are made, speak with one voice.

**Conflicts of Interest**

* Declare any conflicts of interest at the earliest time after the conflict is identified.
* The board shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.
* Where a conflict of interest is identified and/or registered, and the board has declared that it is of material benefit to the individual or material significance to the organisation, the board member concerned shall not vote on any resolution relating to that conflict or issue.
* The board member shall only remain in the room during any related discussion with board approval.
* The board will determine what records and other documentation relating to the matter will be available to the board member.
* All such occurrences will be minuted.
* Board members, aware of a real or potential conflict of interest of another board member, have a responsibility to bring this to the notice of the board.

I *(name)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Being a director of Pony Club Tasmania, elected on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby undertake to abide by this Code of Conduct and Conflicts of Interest Statement.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_