

Catholic Social Services Victoria

Council Members Code of Conduct

(As approved by Council on 10 May 2019)

“This is what God asks of you: to act justly, to love tenderly, and to walk humbly with your God. (Micah 6:8)”

Preamble

Catholic Social Services Victoria (CSSV) is the peak body for Catholic community services in Victoria, and supports and enhances the work of service and justice of our member organisations.

Our mission is to assist the Catholic Church in Victoria to fulfil the gospel imperatives to:

- Stand with and serve the poor, disadvantaged and marginalised; and
- Work for a just, equitable and compassionate society.

Constitution

The CSSV [Constitution](#) provides the framework for the appropriate conduct of the organization and the Council.

Council Members Code of Conduct

CSSV Council Members are in the privileged position of representing the interests of **all** member organisations while at the same time bringing insights, wisdom, skills and experience of their own particular organisations to the Council’s considerations.

This code of conduct therefore sets out the values, expectations and responsibilities of Council Members in this role. By accepting election or appointment to, or on re-election or re-appointment, Council members also agree and commitment to this Code of Conduct.

Should Council decide that a Council Member has breached this Code of Conduct, Council - on the recommendation of the Governance Committee - has the authority to sanction the offending Council Member, and/or to recommend removal of their position as Council Member.

General conduct

On appointment, and each year, Council Members will make a declaration that they understand the concept of an [ACNC disqualified person](#), and that they are not a disqualified person.

On appointment, Council members will agree to undergo checks in relation to a police record and Working With Children Card, and bankruptcy. If a recent police record check has been carried out, or a Working with Children Card is current, then evidence from their employer to that effect will be required.



Council Members will:

- be familiar with, and adhere to, the Constitution of CSSV.
- act within the framework of Catholic social teaching and the principle teaching of the Catholic Church
- conduct the work of CSSV with honesty, integrity and transparency.
- always act in good faith, representing the interests of all member organisations, not just the interests of individual organisations
- Conflicts or potential conflicts of interest are to be declared by Council members as pertinent matters arise. A person with a conflict of interest should absent themselves from the meeting for the vote on that issue, unless Council votes to the contrary
- treat all matters of Council in strict confidentiality, unless agreed otherwise by Council
- Act at all times in the best interests of CSSV, and not for any personal interest or gain
- Act individually and not as part of 'a block' on pertinent issues discussed by Council

Council meetings

Council Members will:

- be provided in advance with a schedule of meeting dates of Council Meetings
- prioritise CSSV Council Meetings, and in the best of their endeavours, attend all meetings
- prepare for Council meetings by reviewing in advance the agenda and supporting papers
- contribute to Council business by participating in discussions, offering honest review and assessment, and sharing knowledge and information

Annual Council Planning

Council Members will:

- Contribute to the review of the CSSV work plan at each Council meeting
- to the best of their endeavours, attend and participate in strategic planning sessions

CSSV events and activities

Council Members will:

- Prioritise CSSV events, including the Annual General Meeting and Commissioning Mass, and Annual Dinner and
- To the best of their endeavours, attend those events and represent CSSV in their capacity as Council Member



- Review, contribute to, and support the advocacy work of CSSV, including reviewing and approving policy documents, submissions, and media releases as agreed

Relationships

Council Members will:

- Treat their colleague Council Members and CSSV staff with respect and not engage in behaviour that could be construed as intimidating, harassing or bullying
- Not use their position as CSSV Council Member to influence any individual or organization for favouritism or gain
- Not speak on behalf of CSSV unless expressly approved to do so by Council or the CSSV Executive Director

Code of Conduct Review

The CSSV Council will review the Code of Conduct each two years.

*As amended by the CSSV Council
10 May 2019*

*Next review due:
2021*