

## **Catholic Social Services Victoria**

### **Council Members Code of Conduct**

*“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 and Council Terms of Reference**

Two other documents - the CSSV Constitution and Council Terms of Reference - provide 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.

#### **General conduct**

Council Members will:

- be familiar with, and adhere to, the Constitution of CSSV and the Terms of Reference of Council.
- 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
- be conscious of conflict of interest issues, and declare any such conflicts when making decisions on behalf of member organisations



- 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
- Participate in the annual review of CSSV's strategic plan, generally held in December
- Prioritise the annual December strategic planning review session, and,
- to the best of their endeavours, attend and participate in the December strategic planning review session

### **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 agree and formally approve this Code of Conduct in the first instance.

By accepting election or appointment to, or on re-election or re-appointment, Council members also agree and commitment to this Code of Conduct.

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

Should a Council Member be deemed by Council to have intentionally 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.

*Adopted by the CSSV Council  
3 May 2015*

*Next review due:  
2017*