



Fauna Rescue of SA Inc
ABN 20 601 494 364

PO Box 241
Modbury North SA 5092

Wildlife Volunteer Help Line: 8289 0896

Internet: www.faunarescue.org.au
E-mail: info@faunarescue.org.au

COMMITTEE MEMBERS & CONFIDENTIALITY POLICY 2021

POLICY STATEMENT

The Association has a committee of members who are responsible for the day-to-day management of the Association. The Association ordinarily has a committee that comprises 10 – 15 individuals. Committee members are nominated and elected at the Annual General Meeting. Members must hold a financial membership for the full calendar year prior to nominating for Committee. At any such time throughout the year, when the Committee decides there is a need, they can elect a suitably qualified Association member to join the Committee and the stipulation of one year membership may be waived.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Common Law and the Articles of the Association (in the form of the Association's Constitution) require that individual committee members abide by certain ethical, financial and legal responsibilities and obligations. More specifically, act honestly and transparently, and in the best interests of the organization at all times.

The position(s) of all newly appointed committee member(s) are subject to a compulsory 3-month trial period. After such time their tenure can be terminated by either party without prejudice at the end of the trial period.

Committee members must:

1. Abide by all the Associations Policies, Agreements, Guidelines and Constitution.
2. Display a conscientious duty of reasonable care to all agreed tasks assigned to them. Committee members are not required to have special skills or formal qualifications to be elected to the committee. However, in the event a committee member possesses formal qualifications, skills and/or experience, they are expected to apply them in the best interests of the Association.
3. Pay attention to business by preparing for, attending, and participating in meetings as required by the Association's rules, and to action items within expected time frames.
4. Exercise power and discretion for a proper purpose. As a committee member, they will not misuse any authority or information made available to them by the Association, which includes disclosing confidential matters discussed at committee meetings.
5. Work in a team environment, working towards common goals, displaying courtesy, respect and communicate in a non-aggressive manner to all members of committee. Respect the views of others even if they do not coincide with their own views, and avoid personal attacks in any form.
6. Avoid conflicts of interest and identify any conflict(s) of interest within agenda items.
7. Attend all committee meetings, where possible. Failure to attend three consecutive committee meetings without an apology may result in their position on committee being terminated, unless there are extenuating circumstances, or leave of absence has been arranged with committee.
8. Keep committee business confidential at all times. That is particularly so when communicating via email, committee members need to ensure that only committee members are listed when using "reply to all".
9. Be elected each year according to the Constitution of the Association.
10. Be willing to fill committee vacancies by co-opting member(s), if the applicant(s) have the prerequisite experience and/or the skills for the vacant position(s).
11. Receive the Committee & Confidentiality Policy when nominating for committee prior to being elected to the committee, so they are aware of their responsibilities and Association expectations.



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PROCEDURE AT MEETINGS

12. Committee meetings will start promptly at the agreed time and, if possible, finish within two hours.
13. Reports and items for the agenda must be sent to the Secretary at least one week prior to a meeting.
14. The Chairperson can nominate any other committee member to chair a meeting.
15. Confidential Minutes will be taken at each meeting and distributed to committee members within 2 weeks with tasks allocated.
16. General Use minutes (with confidential information removed) will be available, upon request of any member of the Association or when proof of minuting of an agenda item is needed.
17. Ensure etiquette is exercised at all times. That is, only one person is to speak at any one time.
18. There are to be no "side conversations" or interruptions. If a member wishes to speak, they are to raise their hand so that they are recognized by the Chair, who will decide the order of speakers. Mobile phones are to be switched off or muted to silent during meetings.
19. If a motion is called for, the Chair will summarize the motion before calling for a vote. If there are an equal number for and against, the Chair has an extra casting vote.
20. A timekeeper can be appointed if an item is likely to be lengthy or complicated, or it can be referred to a subcommittee to research and give a report at the next meeting.
21. Urgent items may be dealt with by email. Care and due diligence is to be used ensuring replies are clear, concise and not open to misunderstanding and/or misinterpretation. It is recommended that committee members read emails a number of times prior to sending, always checking that the addressees only include committee members. Email decisions are to be listed on the next meeting agenda for minuting.
22. Do not introduce a new subject using a previous email heading. New items are to be sent as a separate email or the original subject heading changed accordingly.
23. Ensure all correspondence sent on behalf of the committee is sent by the Secretary or Assistant Secretary once the final draft has been approved by committee.

CONFIDENTIALITY

Committee members must:

24. Acknowledge they have agreed to serve on the committee of the Association, by way of reading and fully comprehending this Policy, prior to signing.
25. Comply with the confidentiality section of this Policy. Failure to do so may result in their committee position being terminated, after proper review has taken place (with consideration to the laws of natural justice).
26. Sign and return the tear off section of this *Committee Members and Confidentiality Policy* to the Secretary, prior to the first committee meeting after the AGM of the subject year. Failure to do so and it will be assumed that the prospective committee member does not wish to serve on the committee. This position will then be offered to another Association member.
27. Understand that in their capacity as a member of the committee, they will have access to confidential information, including data which falls within the scope of the Association.
28. Agree not to disclose to any party, any confidential information which comes into their knowledge or possession as a member of the committee.
29. Keep whatever is revealed of a personal and/or sensitive nature, during the course of a meeting confidential, and only within the group. That is, the committee / subcommittee members of the Association.



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30. Ensure, if information is shared at a meeting regarding another committee member and that said member is not present, he/she will receive the minutes of that meeting. The committee member has a right to ask questions. Under no circumstances is another committee member that was present to tell them from whom individual comments were made. It is essential that the discussion is not shared with any other party until the committee approves this.
31. Ensure, upon leaving the committee of the Association, the committee member will return or destroy all such confidential information, materials and documents pertaining to the Association.

REVIEW OF POLICY

This policy, along with all other Association policies, will be reviewed yearly. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate or valid in its current form, the policy shall be reviewed immediately and amended accordingly.

Reviewed and authorized by Marie Kozulic, Chairperson, on 18 September 2021.

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Cut off slip – please remove slip, sign and return to the Secretary

P.O. Box 241, Modbury North, S.A. 5092

PLEASE KEEP THE POLICY DOCUMENT FOR YOUR FUTURE REFERENCE

Name (PLEASE USE CAPITAL LETTERS) _____

I have read, understood, and agree to abide by the Fauna Rescue of SA Inc. Committee Members & Confidentiality Policy 2021 to the best of my ability.

Signed: _____

Date _____