

## **PRINCE HENRY AT LITTLE BAY COMMUNITY ASSOCIATION DP270427**

To ensure that Association 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 Association Committee Meetings**

- Committee meetings will be held at the Coast Centre for Seniors at Curie Ave, Little Bay.
- Each meeting will begin at 6pm and run for a maximum of two hours.
- Each member undertakes to attend at least 85 per cent of 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.
- Recording meeting is not permitted – each member should take notes for their own reference.
- Each member agrees to read all email correspondence and any attached documentation to enable an informed exchange on every issue.
- Each member agrees to participate in a fair share of the project work required.

### **Code of Conduct for Association 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 at Little Bay Community Association, including information about another member and/or owner
3. represent the best interests of the Prince Henry at Little Bay 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 at Little Bay Community Association 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 party 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.