



## Constitutional Reference – Skate Australia Board Standing Committee role summary and Code of Conduct

### Role of the Board and Standing Committees

The Skate Australia Board is responsible for effectively discharging its duties as outlined in the Constitution and the *Corporations Act 2001 (Cth)* in upholding these duties; the Board is significantly assisted, where necessary and appropriate, by its receipt of specialist technical advice. This advice is best developed and delivered through a transparent Board Standing Committee structure.

### Role of Standing Committees and their members in good governance

Standing Committees are set up so that a small group of experts may focus in detail on a particular issue or discipline. This allows the Standing Committees to ensure that sufficient attention is being paid to certain matters, ultimately assisting the Board in making timely and sound decisions. It is essential for good governance that Standing Committees report directly to the Board through their Chair.

Aside from any authority expressly delegated to them by the Board, Standing Committees are purely advisory bodies, and discussion is limited to issues relating to the Standing Committee's terms of reference as set out in the By-Laws and in line with the Skate Australia Strategic Plan. The recommendations made by a Standing Committee only have effect if the Board ratifies them.

### Behaviours of Standing Committee members

As a Standing Committee member of Skate Australia, I  
(name)..... agree to:

1. Be diligent in my role by reviewing Standing Committee papers before Standing Committee meetings;
2. Attend Standing Committee meetings or forward my apology prior to the meeting;
3. Treat all people associated with Skate Australia, including members, staff, volunteers, partners, external stakeholders, Directors and other Standing Committee Members, with respect;
4. Contribute to a positive Standing Committee behaviour and culture by showing respect for the opinions of other Standing Committee members and allowing each member a fair and equal opportunity to contribute to discussion and decision-making;
5. Consider matters and express views based on what is best for Skate Australia, not for individual interest or gain or the interest or gain of any other body that I may be involved with;
6. Declare any Conflicts of Interest as they arise and act to ensure that these conflicts do not pose a risk to Skate Australia;
7. Be honest at all times;
8. Make best efforts to understand and not knowingly act in contradiction to all policies and procedures established by Skate Australia;
9. Always look for opportunities for improved performance of the Standing Committee I am a member of;
10. Uphold the confidentiality of discussions at Standing Committee meetings;



**Australian Government**

**Australian Sports Commission**



- 11. Not speak to the media about any aspect of Skate Australia that could damage Skate Australia’s reputation;
- 12. Acknowledge that the role of a Standing Committee member is not an operational one, and acknowledge that the conduct and output of operational activities of Skate Australia will be through the CEO and their appointed team;
- 13. Ensure that I do not represent myself as a representative or spokesperson of Skate Australia without the express permission of the Chair of the Standing Committee or CEO, nor misrepresent myself as an employee of Skate Australia; and
- 14. Not communicate to any or all Skate Australia affiliates by reporting on any Skate Australia meeting(s) / Skate Australia Committee activity unless such communication has been reviewed by the relevant Committee Chair or senior manager.

**[Standing Committee member Signature]** ..... **Date:**

.....

Last approved by the Skate Australia Board – 12 December 2018