



# **QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.**

ABN: 34 455 851 783

## **CODE OF CONDUCT** for members of the **QPLA EXECUTIVE BOARD**

Endorsed at QPLA annual General Meeting on 14 October 2021

The Code of Conduct shall be reviewed every four years.

## **Introduction**

This Code of Conduct has been developed to detail the responsibility entrusted to the elected members of QPLA'S Executive Board. It outlines the principles that guide the Board to act in a manner that is fair, ethical and beneficial for the Association and its members. Every member of the Executive Board is expected to comply with this code.

Members of the Executive Board will:

## **Strategy and Advocacy**

- Strive to achieve QPLA's vision and mission and uphold its core values
- Ensure all QPLA and Executive Board activities are in compliance with the Association's Constitution and policies
- Engage in public advocacy for the Association by promoting its work and keeping informed about its programs and activities
- Promote the library and information profession and its standards
- Contribute a strategic focus to QPLA
- Ensure media comments are made by the appropriate officer, normally the President, or in the absence of the President, the President Elect or Secretary

## **Responsiveness to members**

- Ensure that Association activities are responsive to the needs and interests of members
- Ensure that the Executive Board is accountable to the members by documenting and communicating actions and decisions, as appropriate
- Apply the principles of equality and diversity, and ensure that the association is fair and open to all sections of its membership in all of its activities
- Actively seek input and communicate with QPLA membership through the association website, newsletters, and regional representatives

## **Integrity**

- Act with honesty, fairness and openness in all dealings as representatives of the Association
- Maintain a professional level of courtesy, respect, and objectivity in all QPLA activities
- Uphold , and assist other members of the Executive Board to uphold the highest standards of professional conduct
- Conduct themselves in a manner which does not damage or undermine the reputation of QPLA, avoiding actual impropriety and any appearance of improper behaviour
- Disclose any instance of fraud, corruption or maladministration on the Board or within QPLA

### **Conflicts of Interest**

- Exercise the powers vested in them as Board Members for the good of all members of QPLA rather than to secure any benefit or advantage to the Board Member, family or business connection
- Disclose conflicts of interest promptly or if the appearance thereof arises
- Avoid accepting gifts and hospitality that might reasonably be thought to influence their judgment.

### **Confidentiality**

- Respect the appropriate confidentiality of the content of Board papers, discussions, decisions and related correspondence, noting that open consultation is important for the board's decision making and engagement with all members
- Make only proper use of information acquired as a Board Member

### **Accountability and responsible stewardship**

- Ensure that QPLA is compliant with the Corporations Act and other relevant legislation
- Act prudently and with probity to protect all financial assets and resources of the organisation, and ensure that they are used to deliver the organisation's objectives

### **Effective Board performance**

- Ensure co-operation of all Board members to manage the Board's own operations
- Strive to attend all Board meetings and contribute to productive meetings by ensuring they are prepared
- Make informed decisions and give due consideration to differing points of view on the Board and amongst members
- Accept and support the decision of the majority

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**Attachments: List of duties of members of the Executive Board**

## Appendix 1 - Duties of members of the Executive Board

### President

The President is responsible for the overall operation of the Association, and represents it at state and national level. The specific duties include:

- chair each meeting of the Association
- speak on behalf of the Association, representing the views of the Association's membership
- sign documents on behalf of the Association after endorsement of the documents by the Executive Board, and where appropriate, the membership
- supervise the work of any contractors engaged by the Association, in conjunction with the Secretary and Treasurer
- represent the Association on State and National Public Library advisory bodies and committees

### President Elect

The President Elect fulfils the duties of a vice president of the Association. The specific duties are:

- chair each meeting of the Association when the President is not available
- speak on behalf of the Association, representing the views of the Association's membership in the President's absence or when required
- represent the Association on State and National Public Library advisory bodies and committees in the absence of the President

### Secretary

The Secretary is primarily responsible for managing the records of the association. The specific duties include:

- record and maintain minutes of the association's meetings
- maintain the register of members
- take nominations for membership of the Executive Board
- provide appropriate notice to members for meetings
- call and convene special general meetings
- arrange the meeting venue and prepare the agenda
- coordinate any correspondence or reports to be presented at meetings
- circulate the minutes of meetings to members
- complete any actions arising from meetings that require correspondence
- receive all Association correspondence and bring urgent matters to the attention of the President or Treasurer if necessary
- complete the annual return of Association as required under the Incorporations Act

### The Treasurer

The Treasurer is responsible for the financial management of the Association. The specific duties are:

- keep and maintain an asset register for the association
- keep all documentation for payments made including receipts, invoices and statements
- keep and maintain the Association's deposit and cheque books
- ensure that all payments are approved or ratified by the Executive Board and that they are recorded in the minutes
- maintain all current financial records
- be a signatory to and operate the Association's bank accounts

- attend to all tax requirements, including the preparation and submission of quarterly BAS
- arrange relevant insurance cover for the Association
- arrange for the annual audit of the Association's financial records

### **Regional Representatives**

Four Regional representatives are elected to the Executive Board. Their specific duties are:

- maintain communication with members within their designated region, keeping them informed of Association activities, and seeking their input on matters affecting public libraries
- organize regular meetings of members within their designated region
- ensure notes of regional meetings are recorded and forward to the Association Secretary
- represent the views of members within their region to Association meetings
- report to Association meetings on public library activities within their region

### **First Nations Representative**

One First Nations representative is elected to the Executive Board. Their specific duties are:

- maintain regular communication with First Nation communities and/or individuals within Queensland public libraries, keeping them informed of Association activities, and seeking their input on matters affecting public libraries
- represent the view of the First Nation community within Queensland and act as an advocate and information expert at Association meetings
- report to Association meetings on public library activities and programs with a First Nations focus, within Queensland
- attend all QPLA meetings, including the AGM, either in person, or by teleconference
- attend QPLA Annual Conference, and Professional Development events, undertaking any duties as requested by the QPLA Executive
- endeavour to promote QPLA and grow the Association's membership at every opportunity
- support the Secretary in coordination of proxies for the AGM where possible.