



## AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

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## Code of Conduct Policy (Board of Directors)

### PURPOSE OF THE POLICY

The purpose of this policy is to outline the conduct expected of members of the Board of the Australian International Islamic College in relation to their roles as Directors.

#### **Scope**

The policy covers the Directors conduct in relation to their governance of the school and their relationship with the school principal and staff.

#### **Responsibility**

Chairman of Board

#### **Point of Contact**

Chairman of Board

### POLICY

The over-riding responsibility of Board members is to act in the best interests of the School as a whole, and all members of the School.

The Board Code of Conduct requires that, all members of the Board of Australian International Islamic College:

1. Always remember that the foremost goal of the Board is to improve and enhance the teaching and learning experience for all students in the School;
2. Focus first on the work of the Board to clarify the strategic direction of the School and to develop policies which will move the School towards its goals;
3. Delegate authority for the administration of the School to the Principal, and establish a process for accountability of the Principal;
4. Refrain from advising staff members in operational areas;
5. Act with integrity;
6. Avoid any conflicts of interest or the appearance of impropriety, which could result from their position, and shall not use my board membership for personal gain or publicity;
7. Recognise that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting;
8. Abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels;



# Code of Conduct

9. Be involved and knowledgeable about not only local educational concerns, but also about state and national issues;
10. Attend scheduled board meetings;
11. Prepare for all board meetings by reading and understanding the board papers in advance of board meetings and come to board meetings informed concerning the issues under consideration;
12. Respect the confidentiality of privileged information and make no individual decisions or commitments that might compromise the board or administration;
13. Represent board decisions to the community without bias or prejudice;
14. Commit to stand by this code of conduct; to speak with one voice in concert with fellow Board members; to maintain a positive culture and orderly decision making processes; and to do Board work openly.

## POLICY RELEASE DETAILS

***Date of Policy***

October 2015

***Approved***

Board

***Review Date***

Annually

## RELATED POLICIES AND DOCUMENTS

Conflict of Interest Policy