



BOSCO

Beckenham Out of School Care Organisation

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CODE OF CONDUCT for MANAGEMENT COMMITTEE

Personal Behaviour:

Role & Duties

Roles of the Management Committee for ordinary members are as follows: To vote and have a say as to how BOSCO is run. To put forward ideas for improving BOSCO. Have a say on staffing matters. To be conversant with, support and develop the programmes policy and procedures. To oversee BOSCO's programme and ensure it is in lines with the programme policy and procedures. Members will be at all times bound by the decisions made at a meeting. Members shall promote the purposes of BOSCO and shall do nothing to bring BOSCO into disrepute. All members will be required to complete a police vetting form before being accepted as a member. For roles of office-bearers the above also follows as well as a further as per Job Description.

Attendance at Meetings

If a member of the Management Committee, including office-bearers, does not attend three consecutive meetings without leave of absence that a member, at the discretion and on the decision of the Management Committee, be removed from the Management Committee.

Raising Concerns

Any concern a member wishes to raise must do so in writing. The Chairperson will act accordingly as per the Policy and Procedure manual to address any such concern.

Accountability

Public Funding

Any funding applications being sent will be noted in the Committee minutes, including any responses received etc. All Committee Members need to be aware of what applications are being sent, to whom, for what and for how much. Any funding received will have an accountability report completed by the Supervisor in association with the Treasurer.

Remuneration

Any cost directly associated with BOSCO (i.e. purchase of committee dinner), will be reimbursed by way of Direct Credit, on receipt of a receipt to the Treasurer.

Boundaries Surrounding Remuneration

Any cost must be noted to the Committee Chairperson prior to purchase for approval.

Boundaries Surrounding Entertainment and Catering

BOSCO will pay for dinner for the children of Committee Members staying for meetings, and 2 staff members will stay to care for children. BOSCO will not pay for any other entertainment or catering without a consensus being received at a meeting and noted.

Use of Resources/Facilities

Responsibilities regarding venues

Both venues used for BOSCO programmes remain the responsibility of venue owners. BOSCO will however pay for any costs involved in repairs made by anyone associated with BOSCO.

Telephone

The Supervisor shall be provided with a phone for the use of work related calls or texts. It will not be used for personal reasons, and if for any reason it is, it will be reimbursed by the Supervisor. The phone remains the property of BOSCO and BOSCO will meet any costs associated with the phone.

Personal Benefits (e.g. Fly buys)

Any one purchasing anything for the company may use their own personal benefits programmes e.g. Flybuys, One Card etc. Petrol vouchers received may be used by person purchasing groceries as petrol is not reimbursed.

Purchasing Supplies and Resources

Any purchase of supplies or resources above the Petty Cash allowance given to the Supervisor, must be approved by the Committee prior to any purchase being made.

Use of Resources/Equipment

Any Resources or Equipment that belongs to BOSCO, must only be used with permission of the Management Committee or the Supervisor. It must be documented that it has been removed from BOSCO premises and documented that it has been returned.

Record Keeping/Use of Information

Documentation of Decisions

Any decision made by the committee will be documented in writing. These will be kept in folder including copies of any reports etc. All Staff files will remain with the Chairperson. The Supervisor is responsible for ensuring enrolment forms etc are kept secure in the storeroom.

Handling of Confidential Information

Any personal information shared between Staff or Committee Members will remain confidential unless legally required to release. Confidentiality will only be breached if there is a perceived harm. All sensitive and personal conversations including phone calls will be held discreetly and in private.

Security of Information

Any confidential information to be destroyed will be done so via shredder. Supervisor will ensure programmes such as payroll and cash manager are password protected (and changed regularly). Chairperson to ensure the safe keeping of Staff files. Information stored on Site will be located in the storeroom and locked when not in use.

Conflict of Interest

Receiving Gifts

Gifts should not be accepted under any circumstances apart from small personal gifts such as chocolates. As a rule the value of these should not exceed \$20.00 and they should be reported to the Management Committee. More valuable gifts should not be accepted. If they are particularly insisted about you doing so you should state that our policies prohibit employees from accepting gifts.

Process for Private Interests

If a Committee Member feels any item on the agenda (or any item added) may be a conflict of interest, they must notify the Chairperson and remove themselves from the discussion. If the Committee agrees, their point of view may be stated, however may not be apart of the final decision.

Employees on the Committee

Employees Permitted on the Committee

The Supervisor will be the only employee permitted on the Committee, unless consensus has been given by the Committee.

Child, Youth & Family

Responsibility regarding Approval

It will be primarily the responsibility of the Supervisor and the Chairperson to ensure approval is granted and maintained by Child, Youth & Family. All Committee Members will need to be aware of any approval, and report received any changes to be made, and ensure these are acted upon to maintain the very best of care for all children of BOSCO.

Committee Members Signature: _____ Date: _____

Chairperson Signature: _____ Date: _____