



Committee Member Expectations and Responsibilities

Committee Members are expected to:

- Always act with honesty, integrity, trust, respect and collegiality.
- Actively support the Vision, Mission and Values of REAIE.
- Actively participate in meetings and engage in Committee business and decision-making.
- Contribute to meeting agendas and thoroughly communicate Project Group business.
- Actively engage in the business of at least one Project Group.
- Maintain confidentiality about all aspects of Committee discussion and decision-making.
- Notify secretary if unable to attend meetings.
- Apply in writing for Leave of Absence or Resignation if circumstances prevent regular attendance at Committee meetings.
- Guard against potential or actual conflict of interest, whether business or personnel related, and openly declare where such conflict occurs.
- Support programs and activities of the organisation through attendance at as many events as is reasonable or possible.
- Support other members' contributions to the work of REAIE.
- Support the employed staff.
- Think ethically about their social media posts as a REAIE Committee member.

Constitution & Legal Documents supporting REAIE outline that Committee members must:

- Never knowingly or recklessly make improper use of ones position in the Incorporated Association or information acquired by virtue of Committee position.
- Never seek to gain, directly or indirectly, any financial benefit or material advantage personally or for others to the detriment of REAIE.
- Not be appointed to or retain any paid office of the Association while a member of the Committee (This rule shall not apply in respect of a situation where the services of a relief staff member cannot be immediately obtained and a suitably qualified member of the Committee is appointed to that position for temporary relief purposes. "Temporary relief" shall mean an appointment not exceeding a maximum of three (3) consecutive months at a time. Appointment of a member of the Committee beyond three consecutive months will require that member to resign from the Committee.)
- Not directly or indirectly supply goods or services to the Association in the case of such goods or services being satisfactorily obtained elsewhere.
- Disclose any financial interest in any contract or arrangement made or proposed to be made with the Association to the Committee and in the financial statements submitted to the next annual general meeting. This must be disclosed at the first meeting of the Committee once that members' interest exists.

- Not vote on any contract or arrangement in which they are interested. If the member does so vote, that person's vote shall not be counted.
- Be a financial individual member of REAIE.

I, _____, have read and understand the above Committee Member Expectations and Responsibilities and agree to abide by these guidelines to ensure the smooth and effective functioning of REAIE to benefit the communities it serves.

Signed: _____ Date: _____