

Code of Conduct: Executive, Portfolio Leads/Deputy Leads, Advisory Committee members.

This Code of Conduct outlines the behaviours expected of persons holding a position/s within the Executive, Portfolio Leads and Deputy Leads, or Advisory Committee, of the Association for Academic Language and Learning (AALL) Incorporated.

Position holders within AALL are expected to:

- Represent and advocate the Mission and Goals the Association for Academic Language and Learning (AALL) Incorporated.
- Observe all the rules of the organisation as specified in the Constitution or as agreed to by the Association for Academic Language and Learning Executive.
- Act honestly, in good faith in the exercise of my duties, for the best interest of the Association for Academic Language and Learning (AALL) Incorporated.
- Declare any conflicts of interest that may influence or impact on my role with the Association for Academic Language and Learning and refrain from participation delivery or decision making where deemed inappropriate by the Executive.
- Attend Executive meetings, as required by my role, to the best of my ability. Where attendance is not possible, I will submit an apology. If absence is likely to extend for several consecutive meetings, I will obtain a leave of absence.
- Prepare for meetings by preparing timely and complete reports as required; and read and consider papers circulated with the agenda.
- Conduct myself in meetings respectfully, debating issues in a non-threatening, co-operative manner.
- Affirm my dedication to a safe and respectful environment for all members, including executives, which includes an anti-bullying and anti-harassment stance.
- Be independent in judgement and actions and abide by Executive decisions once reached.
- Not demand or accept in connection with my official duties any fee, favour, reward, gratuity, or remuneration of any kind, unless authorised by the President of the Association Executive.

- Not represent AALL at external events without the endorsement of the President. Any representations of AALL I do make will be reported on and delivered at next Executive meeting.
- Distinguish clearly between statements and actions made as private individuals and as representatives of the Association for Academic Language and Learning whether at private or organisational events as well as on social media platforms.
- Represent the organisation in a positive way such as to bring credit to the Association for Academic Language and Learning, to professional practice, and to fellow members, and to ensure the organisation is not brought into disrepute.
- Abide by the legal and ethical aspects of client privacy and confidentiality including the confidences shared by colleagues during my professional relationships and transactions.
- Handle cash and other financial resources in compliance with the Constitution and within the limitations of our funding bodies and the law.

Any breach of this Code of Conduct will be taken seriously, in accordance with the processes outlined in the AALL Constitution.