



Higher Education Research and Development Society of Australasia Inc

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Code of Practice

The Executive Committee is elected by its members in a manner that reflects member expectations, maintains the reputation of The Society and promotes further benefits to members. The Code of Practice provides guidance to that committee to ensure its operation reflects these obligations. It applies to any committee member (both elected and appointed) when they are representing HERDSA or fulfilling their official roles.

HERDSA's overarching purpose is to "bring together and support those people who are engaged in teaching in higher education, in the study of learning, teaching and policy in higher education, and in the continuous improvement of higher education".

HERDSA's Values

In all our operations and relationships, we value:

- respectful interactions that encourage full participation by all members;
- high standards of ethical and inclusive practice;
- adherence to the Constitution and its principles;
- the promotion of HERDSA's goals and purposes.

When fulfilling our duties as HERDSA Executive members, we commit to:

- taking responsibility for contributing in a constructive and positive way to enhance good governance and the reputation of the committee;
- acting accordingly to the legislative requirements, policies and ethical codes that apply;
- making decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- treating members of the society and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare; and
- fulfilling our agreed commitments as members of the Executive.

Communication and official information

In fulfilling our role, we will:

- not misuse official information for personal or commercial gain;
- respect the confidentiality and privacy of all information as it pertains to individuals;
- ensure any communication relating to HERDSA is accurate and reflective of its existing policies and principles.

Finances

In our role as elected members of the HERDSA Executive Committee we understand that we will not be paid for our voluntary work and will only claim reimbursement for agreed expenses. Appointed officers will receive an honorarium that is agreed and reviewed biannually by the Executive.

In expending HERDA's fund we will:

- use HERDSA resources frugally;
- be accountable for official expenditure;
- ensure all expenditure is accounted for and documented;
- confirm our likely expenses to the President and Treasurer prior to committing HERDSA funds; and
- report any fraudulent or corrupt behavior to the Executive Committee, via the Vice President or the President.

Record keeping and use of information

In execution of our duties we will:

- record actions and reasons for decisions to ensure transparency;
- ensure the secure storage of sensitive or confidential information;
- comply with our record keeping plan; and
- contribute to HERDSA's dissemination and membership communication strategy.

Conflicts of interest

As members of the executive we will:

- ensure personal or financial interests do not conflict with our ability to perform our official duties in an impartial manner;
- manage and declare any conflicts between our personal and public duty; and
- where conflicts of interest do arise, ensure they are managed in the public interest.