QuiltNSW
The Quilters' Guild of NSW Inc
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Code of Conduct

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Drafted By	Andrea Beattie	**Approved On**	22/1/2024
Responsible Person	Secretary	**Scheduled Review Date**	January 2027

1. WHO WE ARE

We are The Quilters' Guild of NSW Inc., known as QuiltNSW. First formed in 1982, our objectives are to:

- promote the art and craft of patchwork & quilting;
- bring quilters together and encourage the establishment of quilt groups;
- encourage and maintain high standards of craftmanship and design in both traditional and contemporary quilting;
- foster interest in the history of patchwork & quilting;
- organise selective exhibitions; and
- produce, distribute and share quilting related information for members and interested persons by means of print and/or electronic media.

Our organisation is an incorporated association as per the *Associations Incorporation Act 2009.*

2. A VOLUNTEER ORGANISATION

QuiltNSW is an entirely volunteer run organisation, nonetheless we wish to maintain an appropriate standard for the governance of the organisation.

As well, we recognise that volunteering is a great opportunity to contribute to the local community, make new friends, develop new skills, and have fun!

Volunteers are vital for the successful provision of much-needed services and programs. The important contribution of volunteers enables us to reach out to more people.

The experience of volunteers is fundamental to the long-term success of our organisation.

3. PURPOSE

The purpose of this Code of Conduct is to set out the policies that govern the organisation and the values and behaviours that are expected of members of QuiltNSW when they interact with each other and individuals and corporations who encounter our organisation.

Additionally, it outlines the processes for complaint, investigation, and disciplinary action when behaviour does not meet expectations.

4. OUR VALUES

At QuiltNSW we aim to be a diverse, inclusive, and equitable organisation. We see this as one where all people regardless of gender, ethnicity, national origin, age, sexual orientation or identity, education, or ability, feels valued and respected.

We are committed to providing equal opportunity in volunteering opportunities and within our programs.

We want to ensure that all voices are valued and heard.

We aim to deliver programs and services with professionalism, integrity, and quality.

We strive to provide open, accountable communication.

5. EXPECTED BEHAVIOURS

QuiltNSW is committed to fair dealing and high standards of ethical behavior in the care, control, and management of the organisation.

Members are entitled to expect that the business of the organisation will be conducted with honesty, efficiency, impartiality, and integrity.

All volunteers are expected to demonstrate a standard of professional behavior that maintains and promotes confidence and trust in the work of QuiltNSW. Conduct that brings QuiltNSW into disrepute is to be avoided.

Volunteers are expected to commit to undertaking their role in accordance with all legal requirements, QuiltNSW's Objectives and Values, Policies and Procedures and this Code of Conduct.

Volunteers are entitled to expect they will receive appropriate support and guidance to ensure their role is enjoyable and fulfilling.

6. POLICIES & PROCEDURES

All Committee Members and Volunteers are required to act in accordance with the following policy and procedure documents as amended from time to time:

- QuiltNSW Constitution
- Policy for Junior Members (draft)
- Confidentiality Policy
- Social Media Policy
- Brand Guidelines
- Induction Checklist

Additionally, Committee Members and Volunteers are required to act in accordance with the following:

Conflicts of Interest

If QuiltNSW is to keep the trust and confidence of the membership, we must ensure that our actions and decisions are free from any conflicts of interest. There must also be no perceived conflict of interest.

The onus is on you to identify and declare any conflicts of interests or pecuniary interests. A pecuniary interest is an interest in a matter where there is a reasonable likelihood, or expectation, of an appreciable financial gain or loss to yourself or another person with whom you are associated.

As a volunteer, you must not allow your private interests to interfere with your volunteering duties. Any actual or potential conflict between your private interests and those of QuiltNSW are to be avoided.

If in doubt, ask the Secretary (or President) for advice. To record a conflict or potential conflict of interest, contact the Secretary.

Use of Information

It is important that our members have confidence that any information acquired by QuiltNSW

is used only for the organisation's purposes.

That means, if you access any confidential information (commercial or personal) from QuiltNSW during your volunteering duties, you must:

- Protect the confidential, commercial, or personal information.
- Only access it when needed for in your role as a volunteer for QuiltNSW.
- Not use the confidential, commercial, or personal information for any unofficial purpose outside QuiltNSW's work.
- Only release the confidential, commercial, or personal information when you have the authority to do so.
- Only use confidential, commercial, or personal information for the purpose it is intended to be used.
- Not use QuiltNSW's information for personal purposes.

Gifts and Benefits

As a volunteer you must never demand or request any gift or benefit for yourself or anyone else in connection with your volunteering role at QuiltNSW.

Use of QuiltNSW's Resources

QuiltNSW's equipment, facilities, property, and other resources are to be used:

- Ethically, effectively, efficiently, and carefully.
- Only for the benefit of QuiltNSW and its members and only in connection with your volunteering role for QuiltNSW.

Media

You must not make media comment about QuiltNSW matters in your role as a volunteer.

All media enquiries should be referred to the President of QuiltNSW.

Drugs and Alcohol

You cannot be under the influence of alcohol or other drugs whilst volunteering.

Other

You must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public.

7. REPORTING OR RAISING CONCERNS

All Committee Members and Volunteers are required to act in accordance with this Code of Conduct. However, from time to time you might want to raise an issue or report a breach. You should contact in the first instance, the Secretary of QuiltNSW by email at secretary@quiltnsw.com. As an alternative, you can contact the President at president@quiltnsw.com.

Breaches of the Code of Conduct may lead to disciplinary action as outlined in Section 7 of the QuiltNSW Constitution.