



# Position Description for the ACFID Code of Conduct Committee

[The ACFID Code of Conduct Committee](#) was established to support the Australian aid and development sector to achieve the highest ethical standards and effectiveness by promoting integrity and best practice in accountability and transparency, through the [ACFID Code of Conduct](#).

## CCC MEMBERSHIP

The Committee is made up of:

- An independent honorary chair
- Six members elected by and from the Council of ACFID members;
- One appointed representative of the Australian community
- Up to three specialist-based appointed positions, with skills and experience in accordance with current requirements of the Committee.

Committee members serve three-year terms and can serve up to two terms.

## KEY RESPONSIBILITIES

The key responsibilities for Code of Conduct members are to contribute to the Terms of Reference of the Code of Conduct Committee. These are as follows:

- Grant, suspension and revocation of Code of Conduct signatory status
- Investigate any complaint received according to the Complaints Handling procedures set out in the Code, make a determination on such complaint and notify the relevant bodies.
- Initiate inquiries into potential breaches of the Code received according to the Committee Inquiry Protocol.
- Monitor adherence to the minimum reporting standards necessary for a signatory organisation to maintain its compliance with the Code of Conduct, and report to ACFID Board and DFAT the failure of any signatory to adhere to these requirements.
- In cooperation with the ACFID Board, promote the Code of Conduct to agencies, donors, and the wider public.
- Provide advice to the ACFID Board and ACFID Council on areas in which the Code needs to be strengthened or developed further. Consider advice from the ACFID Board on such matters and collaborate with them in making necessary amendments/additions to the Code or the CCC's Operational Guidelines.

- Report on the activities of the Code of Conduct Committee and key aspects of Code compliance to ACFID and other stakeholders as required. Present the Code of Conduct's report annually at Council.
- Contribute to the development and review of strategies for enhancing member compliance with the Code of Conduct and good practice.

## REQUIRED SKILLS

Code of Conduct Committee Members should have experience in one or more of the following:

- Australian international development issues
- Ethics and/or complaints investigation
- Policy development
- Financial issues and/or Legal issues

## PARTICIPATION REQUIREMENTS

Code of Conduct Committee Members are required to:

- Participate in 75% Code of Conduct Committee meetings each year (CCC meet 4 times/year, currently online but should revert to face-to-face format when safe to do so))
- Participate in Code of Conduct Committee Standing Committees and Working Groups as appropriate
- Participate in Code of Conduct Complaints Handling investigations

## COSTS

Code of Conduct Committee members participate in a voluntary capacity. All reasonable costs associated with participation in the Code of Conduct Committee are covered by ACFID.

**Related documents:** Rules and Objects of ACFID; [Code of Conduct Committee Terms of Reference](#); ACFID Code of Conduct, its Quality Assurance Framework and the Good Practice Toolkit.

Members are elected or appointed in accordance with the Rules and Objects of ACFID and the CCC Operational Guidelines (Clause 1).