



ACFID Code of Conduct Committee

Position Description for the Communications and Marketing Specialist (appointed position)

[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:

- In cooperation with the ACFID Board, promote the Code of Conduct to agencies, donors, and the wider public
- Contribute to the development and review of strategies for enhancing member compliance with the Code of Conduct and good practice.
- Provide advice to the ACFID Board and ACFID Council (Council) on areas in which the Code of Conduct 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 Quality Assurance Framework.
- Approve, suspend or revoke Code Signatory Status as appropriate.
- Deal with complaints received under the Code of Conduct, through investigation, mediation, referral, determination, and notification to relevant bodies.
- Initiate own inquiries into potential breaches of the Code of Conduct
- Monitor adherence to the minimum standards necessary

for a signatory organisation to maintain its compliance with the Code of Conduct, and report to ACFID Board the failure of any signatory to adhere to these requirements, and to DFAT where appropriate.

- Report on the activities of the Code of Conduct Committee and key aspects of Code compliance. Present the Code of Conduct's report annually at Council.
- Maintain effective governance of the Code through operating in accordance with these terms of reference, the Rules and Objects of ACFID, and the Code of Conduct Committee's governance framework.
- Update the Code of Conduct Committee's governance framework as required from time to time and notify the ACFID Board of changes made.

DESIRED SKILLS AND EXPERIENCE

It is desirable that the appointed Communications and Marketing Specialist bring to the Committee a capacity to work in a collaborative committee context, and at least some of the following:

- Experience in the fields of ethical communications, marketing, fundraising or donor/customer relations.
- Awareness of Australian international development issues.
- Experience with the Not-for-Profit sector.
- Understanding of or interest in industry standards or codes of conduct.
- Interest in contributing to the achievement of high ethical standards and effectiveness by the sector.

ACFID values diversity in the workplace and models our commitment to the values outlined in our strategic plan. ACFID is an equal opportunity employer and does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, physical or mental disability status or national origin. Applicants will be considered based on qualifications, merit, and business need. We strongly encourage Aboriginal and/or Torres Strait Islander applicants to apply.

PARTICIPATION REQUIREMENTS

Code of Conduct Committee Members are required to:

- Participate in 75% Code of Conduct Committee meetings each year (CCC meet face-to-face 4 times/year)
- 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](#); CCC Governance Framework; [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 Governance Framework.

