



ACFID Code of Conduct Committee

POSITION DESCRIPTION: CHAIR

BACKGROUND

[The ACFID Code of Conduct](#) (the Code) is a voluntary, self-regulatory sector code of good practice. It was developed in 1997 and comprehensively revised in 2010, 2016 and 2024. The Code aims to improve international development and humanitarian action outcomes and increase stakeholder trust by enhancing the transparency, accountability and effectiveness of ACFID's members. All full members of ACFID are signatories to the Code signatories and are committed to full adherence to its principles and commitments.

ACFID's Code of Conduct is independently governed on behalf of the ACFID Board and ACFID Council by the Code of Conduct Committee. [The Code of Conduct Committee \(CCC\)](#) is a Committee established under the Rules and Objects of ACFID, in accordance with the Code of Conduct and responsible for matters identified in the Code of Conduct.

The Code of Conduct 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.

The Independent Honorary Chair is selected by the Code of Conduct Committee in consultation with the ACFID Board. The appointment is formally made by the Board on the advice of the Code of Conduct in accordance with the Rules and Objects of ACFID (Rule 13.8).

KEY RESPONSIBILITIES:

Governance

- Ensure the Code of Conduct Committee acts in accordance with the relevant policy documents of ACFID and the Code of Conduct
- Chair and manage meetings of the Code of Conduct Committee
- Represent the Code of Conduct to the ACFID Board and ACFID Council and externally as required
- Present recommendations from the Code of Conduct Committee on amendments to the Code of Conduct Committee and Operational Guidelines to the ACFID Board and ACFID Council

Compliance assessment

- Ensure timely reporting to the ACFID Board

- Report signatory non-compliance as required to the ACFID Board and DFAT

Investigation of complaints

- Lead the Code of Conduct Complaints Handling process and delegate as required [Should the Chair have a conflict of interest with a particular complaint, the Deputy Chair will lead the Code of Conduct Complaints Handling Process]

Code Secretariat

- Provide leadership to the Code Secretariat

An essential requirement is that the Chair is not a current employee, volunteer or board member of a Code of Conduct signatory. A list of ACFID members is available on [ACFID's website](#).

REQUIRED SKILLS:

The Chair should have:

- an understanding of, commitment to and profile within the not-for-profit sector
- an understanding of/experience with self-regulatory systems
- experience in complaints handling
- experience in Chairing
- good communication skills and an ability to build and maintain relationships with external stakeholders as needed
- experience in one or more of policy development, ethics, fundraising, financial and/or legal issues.

DESIRED SKILLS:

- some understanding of the international development sector
- an understanding of membership-based organisations.

TIME COMMITMENT

- Attendance at four meetings a year (2 in-person and 2 online), including a two-day meeting in Canberra in February. Some engagement via email/phone with the Code Secretariat to finalise agendas, and prepare for the meeting.
- Online participation in ACFID Board meetings four times a year (~30 minutes item)
- In-person attendance at ACFID AGM to provide a report to ACFID Council. (1/2 day, Sydney, Melb or Canberra)
- Out of session engagement with the Code Secretariat to manage complaints as they arise. Time required varies, but on average 1-2 complaints will proceed to a full investigation each year.

COSTS:

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

CONTACT:

Further questions about the Chair role can be sent to Emily Moreton, Director Effectiveness and Engagement, emoretton@acfid.asn.au.