

Bellingen High School P&C ASSOCIATION

**EXECUTIVE MEMBER DECLARATION**

This form is to be completed by any person elected to a position on the Executive.

I hereby declare that in accepting nomination for and being duly elected as a member of the Executive of the Bellingen High School P&C Association that I will:

- 1) abide by and uphold the Constitution, by-laws, rules, policies, and procedures of the P&C Association
- 2) act with reasonable care and diligence in carrying out my elected role
- 3) act honestly and fairly in the best interests of the Bellingen High School P&C Association and for its constitutional objectives
- 4) not misuse my position or any information I gain as an Executive member
- 5) disclose any actual or potential conflicts of interest I may have in relation to a decision being made by the Bellingen High School P&C Association
- 6) disclose any conflicts of interest I may know about another member or members
- 7) ensure that the Bellingen High School P&C Association acts lawfully
- 8) ensure that the decisions of the Bellingen High School P&C Association do not result in the association becoming insolvent
- 9) take care of all property of the Bellingen High School P&C Association entrusted to me as part of my elected role
- 10) will return any property of the Bellingen High School P&C Association on completion, resignation, or termination of my role as a member of the Executive, including but not limited to files, books, ledgers, computers, USB drives, keys or access cards and passwords
- 11) I will assist where required in completing any banking processes required to add or to remove myself as a signatory

Signature: \_\_\_\_\_

Date: \_\_\_\_\_