

# CODE OF CONDUCT FOR DIRECTORS AND COMMITTEES OF MCRA. LTD

## **I. General Principles.**

This Code of Conduct for Directors and members of MCRA Ltd. committees has been adapted from the Code of Conduct adopted by the Board of the Community Broadcasting Association of Australia (CBAA) on March 2, 2001.

A primary function of MCRA Ltd. is to provide a broadcasting service to the culturally diverse community of New South Wales. These communities have a recognized first language other than English and commonly referred to as the Non-English Speaking communities; English is their second language.

Members of the Board and its committees are active community broadcasters or have been community broadcasters. Board members have been active members or convener of their Community Broadcasting Group for at least five years or more.

The following section provides information on general legal duties of directors and particular duties of directors under the Corporations Law. It is intended as a general guide and not as comprehensive advice. All members should seek further advice on matters that is not clearly covered in this guideline.

## **II. Functions of the Board**

The Board of Directors is the highest authority in the organization management. It represents the members of the organization. The Board guarantees good governance for the company and to adhere to all legal requirements. The operational guidelines for the Board are:

1. Keep the station legally compliant.
2. Oversee long-term development of the station.
3. Represent the station to the rest of the community.
4. Raise funds for the operation of the station.
5. Promote the interest of the station at all times.
6. Approve and hire of staff for the station.
7. Oversee the performance and evaluation of the Staff.

## **III. Code of Conduct for Directors and Committee Members**

The basic principles and operational guideline for both Committee and Board members is to forge a cohesive society for Australia based on understanding, respect and tolerance of others culture. The general conducts are

1. Members of the Board and Committees cannot carry out any business on behalf of the Company unless the Secretary of the Board confirms such appointment to the Management for confirmation.
2. All discussions recorded in minutes by the Board and Committees is confidential and for company use only.
3. Treat all members of the community equally regardless of culture and belief.
4. Treat all members of the company equally regardless of culture and belief.
5. Members of the Board and Committees through their responsibilities are responsible to the Company not their group or community.

6. Members of the Board and Committees cannot interfere with the Management except through the Chair of the Board on proposal moved and voted for at the formal meeting of the committees.
7. The Board and Committees cannot deal directly with members of the company and general community. All public communication to the Company should be made to the Management staff.