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## PARENTS OF DEAF CHILDREN: COMMITTEE MEMBER DECLARATION

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I, \_\_\_\_\_ declare that I am a Fit and Proper person and that I know of no reason that I should not be able to hold a position on the Parents of Deaf Children Inc (PODC) Committee.

I understand that the position may not accept a

- a. person who is bankrupt, or
- b. person whose affairs are under insolvency laws, or
- c. person who has been convicted, within or outside of New South Wales, of:
  - i. an indictable offence in relation to the promotion, formation or management of a body corporate, or
  - ii. an offence involving fraud or dishonesty punishable by imprisonment
- d. person who is excluded as per Policy 11 - PODC Committee Policy, Section 9.

I declare that none of the above applies to me \_\_\_\_\_ (SIGN)

As a member of the PODC Committee, I will:

- a. exercise my powers and discharge their duties, and
- b. with a degree of care and diligence that a reasonable person would exercise if in that position, and
- c. in good faith in the best interests of the organisation so as not to gain an advantage for themselves or another person and so as not to cause detriment to the organisation, and
- d. not misuse my position, or the information obtained, and
- e. not allow the organisation to trade when insolvent.

I commit to the above statement \_\_\_\_\_ (SIGN)

## CONFIDENTIALITY AGREEMENT

PODC is subject to a range of Commonwealth and State legislation particularly relating to the privacy of our members. As a Committee Member, you must ensure private information is not disclosed to third parties without the written consent from the member.

In particular, Committee Members must ensure

- private information is stored securely
- private information is not shared without approval from the Committee

- private information is not discussed with people outside of PODC
- you are aware of who may be listening when talking about private information and implement measures to prevent or limit being heard.

Business information about PODC should also be considered confidential unless you are sure that it is already known by the general public.

Information about our members may also be confidential and should be treated as such unless you know that the information is already known by the general public.

You must not make any copies of, or remove from the work premises or workspaces, any physical embodiments including electronic formats of confidential information unless it is for the use in PODC, or you have been authorised to do so.

You must return all physical embodiments, including electronic formats of confidential information and all other PODC property at any time on the request of the organisation, and prior to the effective date of any termination of your appointment with the organisation for whatever reason.

You should understand that once you have signed this Confidentiality Agreement it applies from the present time and into the future, even if you are no longer a member of the PODC Committee.

You should also understand that breach of this Confidentiality Statement will result in disciplinary action.

- I have read and understood the above Confidentiality Statement.
- I agree to comply with the Confidentiality Statement.

Name of Committee Member	Committee Position	Signature	Date

Witnessed

Name of Witness	Signature	Date

Please return the signed form to [committees@podc.org.au](mailto:committees@podc.org.au)