



DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA

CODE OF CONDUCT

FOR MEMBERS OF THE BOARD

1. Introduction

Election to the Board of the Institute is deemed an honour and members so elected are expected by the electorate to make a positive and meaningful contribution to the affairs of the Institute and to uphold the objectives of the Constitution. In order to provide a framework within which Board members are in a position to ensure that they fulfill the expectations of their electorate, Board members are required to sign an undertaking to uphold the objectives of the Institute, to perform specific tasks and to conform to the code of conduct.

Election to the Board of the Institute is possible through three mechanisms and for the purposes of reference they will be referred to according to the following 3 categories:

1. Board members elected by national ballot
2. Board members elected to serve as the representative for a region
3. Board members elected by their regions to fill a seat through proportional representation

2. Participation in Regional Activities

All categories of Board members must actively participate in the activities of regions. Category 2 and 3 Board members usually serve on the Executive of the Region in any event, but in the case of Category 1 Board members, regions should give consideration to co-opt such Board members onto the Regional Committee.

Failure to attend three consecutive meetings or organized activities of a region within a financial year, without valid reason, shall be deemed to constitute misconduct.

Members of the Regional Executive carrying specific portfolios are required to submit a written report on the progress and status of their task to the Member carrying the relevant

portfolio on the DMISA Executive Committee, no later than 5 days prior to any scheduled DMISA Executive Committee meeting.

Regional Chairpersons are required in addition to the above to submit a quarterly report on regional activities to the Member of the Executive Committee tasked with Regional Matters.

The non-submission of such reports will be deemed to constitute misconduct.

3. Transfer from one region to another

Members who have been elected to serve as Board Members by virtue of either Category 2 or 3 and who transfer to another region during their term of office automatically vacate their seat as a Board Member.

4. Allocation of Conference duties to Board members

In terms of the regional rules the Chairperson of regions are required to actively participate in the organizational arrangements for conferences held within their regions.

In addition the Conference Committee may allocate specific duties to specific Board members for the duration of the Conference. Such duties may include hosting of guest speakers, transport coordination; assisting with registration; promotional activities; protocol matters; recruitment; co-ordination of exhibitors; aiding the President with processing of acknowledgements and gifts for guests; media liaison; coordination of dining room and seating arrangements; audio visual equipment; photographs etc.

Failure to **diligently** fulfill duties so allocated will be deemed to constitute misconduct.

5. Dress Code for meetings of the DMISA Board

In order to uphold the professional image of the Institute, the following dress code for meetings of the DMISA Board shall apply:

Ladies: Smart, formal office type wear

Gentleman: Lounge suit with shirt, collar and tie; or blazer with shirt, collar and tie; or sports coat with shirt, collar and tie.

Please note: Golf shirts, T shirts (even with collars) and leather or other casual jackets are not acceptable

Failure to adhere to the dress code will be deemed to constitute misconduct.

Board members who are deemed to be inappropriately attired will be asked by the President to leave the meeting and will also be excluded from official Board photographs.

6. Inauguration and swearing in of Board members

Board members duly elected are required to sign an undertaking (Annexure A) and to take an oath of office (Annexure B) at an Inauguration and Swearing In ceremony.

The undertaking which will include performance indicators will be signed by the Board member and two witnesses and will be completed in duplicate. One copy of such undertaking will be retained for record purposes and the second retained by the Board member.

The Oath of Office will be duly signed and presented to the Board member after the swearing in to serve as a reminder of his/her commitment to the Institute and the electorate.

The inauguration and swearing in of the incoming President will be conducted by the outgoing President at the commencement of the annual conference following an election. In the event that no conference is held in a particular election year then the inauguration and swearing in will take place at a Board Meeting specially convened for the purpose.

The newly inducted President will convene the Inauguration and Swearing In ceremony of newly elected Board members at the first meeting of the Board following the Annual General Meeting in an election year.

Duly elected Board members must make every effort to attend the Board meeting.

In the event of a Board member being unable to attend the said Board meeting he/she must immediately make contact with the President in order that alternate arrangements are made and must ensure that:

- The Undertaking is signed and submitted to the President within 14 days of the Annual General Meeting.
- The inauguration/swearing in takes place ***within thirty days*** following the Annual General Meeting.

7. Monitoring Compliance

Compliance with the code of conduct in the National Sphere must be monitored by the Chairperson of the Executive Committee/Board member on the Executive Committee carrying the Protocol, Policy and Legislation Portfolio. Any failure must be reported to the President immediately, who will take the necessary steps in terms of Clause 19 of the Constitution.

In the case of the undertaking compliance will be monitored by Regional Chairpersons, the Chairperson of the Executive Committee and the President.

THE DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA

UNDERTAKING ¹

FOR THE INAUGURATION AND SWEARING IN OF BOARD MEMBERS

I..... (Name in Full), as a duly elected Category.... Board Member, do hereby solemnly undertake to uphold and promote the objectives of the institute and to diligently perform the specific portfolio which has been allocated to me for the duration of my term of office (20___/20___)² as a Member of the Board of the Disaster Management Institute of Southern Africa.

I agree to undertake and perform the tasks allocated to me as follows³:

- 1.
- 2.
- 3.

I undertake furthermore to adhere to the terms of the Constitution of the Institute, to the code of conduct and to any policies laid down by the Board.

I understand that my failure to comply with this undertaking shall constitute misconduct which will be dealt with in terms of Clause 19 of the Constitution and which could ultimately lead to a reprimand, my suspension or my expulsion as a Board member of the Institute.

SIGNED BY: -----

NAME IN FULL:----- **MEMBER NUMBER:**-----

DATE:-----

WITNESS 1:----- **MEMBER NUMBER:**-----

DATE:-----

WITNESS 2:----- **MEMBER NUMBER:**-----

DATE:-----

¹ To be completed in duplicate

² Insert years of term of office – e.g. 2022/2024

³ Insert Key Performance Indicators (KPIs) for relevant portfolio here

THE DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA

OATH OF OFFICE

FOR MEMBERS OF THE BOARD

I do hereby solemnly undertake to uphold and promote the objectives of this Institute

I will fulfill to the best of my ability and judgment this oath of office

I will respect the hard won professional gains of those Board members in whose path I follow

And will gladly share such experience and gains with those who are to follow

I will diligently perform the tasks which have been allocated to me

May I always remember my obligations in ensuring the best interests of the members whom I have been elected to serve

And may I always act in an ethical manner to preserve the fine traditions of my profession

If I do not violate this Oath may I enjoy a rewarding period of office, respected as a Board member of this noble Institute

This serves to certify that I, _____ have taken the Oath of Office and was officially sworn in as a Member of the Board of the Disaster Management Institute of Southern Africa for the 20___/20___ term of office.

On this the _____ day of _____ 20___.