

### **Role Title - Conduct Committee Team Member**

**Mission Statement** - The Conduct Committee is responsible conducting investigations of incidents within the Kiwiburn community.

### **Key Responsibilities:**

- Refine the process for investigation of reports made regarding behaviour that transgresses the Kiwiburn Code of Conduct
- Suggest changes to the Code of Conduct, when needed, to the ExCom
- Investigate reports in a thorough, confidential, and respectful manner
- Resolve reports by making recommendations for action to the Executive Committee (ExCom) when necessary
- The Conduct Committee will investigate incidents in a timely and fair manner. Where needed, ExCom will provide training in conflict resolution and victim support to Committee members to enable them to carry out their duties.

### **Responsibilities:**

- Document each report as it is made
- Determine whether action is required
- Respond to the report in a timely fashion
- If the incident is actionable, develop an understanding of the incident such that a recommendation for action may be made to ExCom
- Document all reports in a manner that will enable the Conduct Committee to identify patterns of behaviour
- Maintain the anonymity of the reporter when an incident is reported but the reporter does not wish to take the matter any further than alerting the Conduct Committee

### **Important:**

- The Conduct Committee does not determine guilt or innocence

- The Conduct Committee gathers sufficient information to make a fair and reasonable recommendation of whether to allow someone continued access to Kiwiburn events.

**Working Relationships:**

- Team Members

**Time Commitment:**

- On site: none.
- Year round: Variable.

**Necessary Qualities, Knowledge and Experience:**

- Discretion
- Empathy
- Detachment

**Desirable Qualities, Knowledge and Experience:**

- Victim support.
- Conflict resolution.

Revision date - 24 July 2017