



Conduct Committee - Job Description

Mission Statement

The Conduct Committee strives to provide a safe, confidential, and ethical process for documenting and handling incidents of misconduct within the Kiwiburn community.

We aim to:

- Refine the process for documenting reports made regarding behaviour that transgresses the Kiwiburn Code of Conduct.
- Support Kiwiburn with the development of robust and fair protocols.
- Handle reports in a thorough, confidential, and respectful manner.
- As a team, make a decision for the outcome of the process that will best protect the safety of the community.

How we achieve these goals:

- Document each report as it is made and respond in a timely fashion.
- Discuss as a team if the report falls within the scope of our practice and what level of action may be required.
- Liaise with the person making the report to explain the process and what they can expect, and to determine their wishes around anonymity and process.
- Contact the person in question if indicated to discuss the report with them.
- Make a decision as a team as to the outcome of the process.
- Inform ExCom of the decision, providing identifying details only where a formal warning or a ban is to be issued.
- Inform both parties of the outcome and suggest avenues for further support/remedial actions to be taken as required.
- Keep thorough records.

What we do not do:

The Conduct Committee does *not* determine guilt or innocence. The Conduct Committee makes a fair and reasonable recommendation based on information given as to whether to allow someone continued access to Kiwiburn events. The Conduct Committee will seldom issue a ban

based on one report, and will instead seek to establish that there is a pattern of harmful behaviour. The Conduct Committee offers an empathic and supportive response, but is not a counselling service.

Team Lead Job Description:

The Conduct Committee Lead oversees the committee and is the primary point of contact with the ExCom.

CC Lead Task List:

- Assign CC members to handle individual reports.
- Oversee the maintenance of CC records.
- Arrange team meetings and lead the discussions around incidents and outcomes.
- Liaise with ExCom to advise of incidents and outcomes.
- Make funding requests to the Treasury for training/professional support where required.
- Ensure that the email inbox is being monitored and emails responded to regularly.

Volunteer Job Description:

The CC is a challenging and sensitive role requiring people with a certain aptitude and skillset. Desired skills and qualities are:

- Level-headed, reliable, sound judgement.
- Training and experience in mental health/ mediation/ complaints and conflict resolution/ trauma-informed practice.
- Excellent communicator with strong healthy boundaries.
- Organised and keeps thorough and concise records.
- Empathic, courteous and supportive, and also capable of being firm and clear.

Team members support each other in the mahi and can communicate their present level of capacity so that the work does not become too much or interfere with other life commitments.

There will be long periods of time through the year when there is not much to do, and in the few months leading up to and following the festival it gets busier, however it should take no more than 1-3 hours per week in those times.

CC members are expected to remain connected and responsive to emails throughout the year, unless they wish to take a break, in which case this should be communicated to the Lead and advised of when they will be back.

For more information contact conductcommittee@kiwiburn.com

