

# AHA Code of Good Governance

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The purpose of this document is to guide the Australian Hypnotherapists Association (AHA) in the principle and process of good governance. This document is also for the information and protection of individuals who serve on the board of the AHA, use its services or are otherwise involved in dealings with the Association.

## Definitions

- a. For the purposes of this document the term *hypnotherapist* is used to include all members of the AHA whatever their specialty.
- b. The term *National Executive or Committee of Management* is used to include the board and National Committee and where appropriate State Committees.
- c. The term *Member Association* includes other entities which have joined in a cooperative relationship with the AHA.

## The values of the AHA and Member Associations

The AHA and the National Executive will:

- a. respect the essential humanity, dignity and worth of all peoples and promote these values in the Association;
- b. honour the trust placed in them by their members and protect the integrity of that relationship;
- c. recognise and respect diversity among people and protect their members from discrimination, oppression and injustice in any organisational processes, procedures and structures;
- d. take all necessary steps to maintain and develop their personal and collective competence in Good Governance;
- e. Abide by the AHA Articles of Association, Policies and Procedures including any amendments and the laws of the society in which they operate.

## Principles of Good Governance

This Code of Good Governance is divided into two sections;

- Principles and;
  - Good Practice Indicator
- a. The Principles of Good Governance are based on the ethical principles that represent the high values that hypnotherapy as a profession aspires to uphold;

- b. The Principles of Good Governance are a guide for the National Executive for good practice in organisational structure and behaviour;
- c. It is recommended that the National Executive and other Committees of Management reflect annually at a planning meeting their application of the Principles of Good Governance and Good Practice Indicators by means of evaluation, hence ensuring the quality of the organisational processes of the National Executive and the Association as a whole.

**The framework for Good Governance consists of five principles which apply to effective Committees of Management**

- a. An effective Committee of Management is a competent viable group drawn from its constituent community of hypnotherapy practitioners.
- b. An effective Committee of Management has a clear understanding of its individual members' roles and the collective role of the group. These roles are developed through the processes of reflection and discussion as a group.
- c. An effective Committee of Management works on behalf of association members implementing the decisions and policies made at meetings in a spirit congruent with the collective history and identity and culture of the Association.
- d. An effective Committee of Management works to further the best interests of the organisation and actively promotes the integrity of its relationship with its members and the wider community.
- e. An effective Committee of Management conducts its business in a transparent, accountable, effective and efficient manner.

**The Indicators of Good Governance represent the enactment of the principles listed above on a practical basis and provide a benchmark for evaluation.**

The validity of an effective Committee of Management is maintained in the following ways:

- a. Committee members are active, interested and meet their commitments.
- b. Positions on the committee are not left vacant and are filled in accordance with the Articles of Association.
- c. Appropriate and timely succession planning is conducted and documented.

The clarity of roles, responsibilities and duties and delegation of authority are maintained in the following ways:

- a. The Committee of Management will discuss, agree and document a set of operational and procedural values that are consistent with

the values of the Association. These values guide the committee and any staff or contractors. They are regularly evaluated and refined to ensure the smooth running of the Association.

- b. Ensuring that members of the Committee of Management can all describe their roles, duties and level of authority, and collectively the committee has regard for and evaluates risk, particularly in the delegation of its work.

To begin work on behalf of and in the best interests of its members, Committee of Management needs to conduct itself in the following ways:

- a. To understand the collective and cultural history of the Association and of previous Committees of Management's vision for the future so that where applicable and possible, these can be integrated into the development of the current vision.
- b. The Committee of Management must facilitate effective consultation within its constituent community.
- c. The Committee of Management must identify areas of risk and develop strategies to minimize or mitigate identified risk.
- d. The management of staff and contractors must be congruent with the values of the Association and comply with the law. Human resource practices need to be implemented and regularly reviewed.
- e. Working on behalf of the membership requires sound financial planning and the setting of priorities which must be regularly reviewed. The Committee of Management must ensure that financial dealings are properly documented and reported back to the members of the Association.
- f. The fostering of good working relationships within the Committee of Management as well as groups within and outside the Association is essential to acting in the best interests of the Association.
- g. Working on behalf of the membership requires that members of the Committee of Management will not accept payment or privileges or engage in any financial transactions other than those detailed and allowed in the Articles of Association and individuals will temporarily stand down and refrain from voting when there is a conflict of interest.
- h. Members of the Committee of Management will treat with confidence all personal information about members, whether obtained directly or by inference. This applies to all verbal, written or electronically stored material pertaining to any therapeutic or organisational or personal context. All personal or health records in whatever form will be protected with the strictest of confidence.

**In order to conduct the business of the Association in a transparent, accountable and effective manner the Committee of Management needs to:**

- a. Foster a process of consultation including discussion at meetings.
- b. Establish an agreed set of aims and goals for the current term of the Committee of Management.
- c. Develop and maintain transparent and documented reporting.
- d. Establish pathways whereby concerns can be raised and discussion triggered.
- e. Differences in views are to be expected and openness in discussions needs to focus on giving all participants a fair hearing.
- f. Regularly reflect on the performance of the Committee of Management.
- g. Establish sub-committees reporting to the Committee of Management where this would facilitate the achievement of goals.
- h. Regularly review the participation of individuals, their performance and the cohesion and morale of the group. This needs to be implemented to maintain the quality, effectiveness and efficiency of the Committee of Management. All members of the Committee of Management need to feel free to express their views and ask questions with the expectation that such comments will be taken with good spirit as a contribution to strengthening the group.
- i. Take responsibility for acknowledging and making restitution from any harm resulting from their decision making process.
- j. Undertake all Committee of Management tasks with care, diligence and professional intent. Due diligence and professional intent need to be enacted in all procedures and in all interaction.
- k. Work within the law and take all reasonable steps to be aware of current state federal regulations affecting the Association its members and professional work practices.
- l. Proactively adhere to all aspects of the Articles of Association.
- m. Be committed to protecting the public against incompetent and dishonourable practices and practitioners including misrepresentation and be prepared to challenge these practices.
- n. Proactively develop ways to maintain the integrity, safety and credibility of the hypnotherapy profession.